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10.1 General Payments Overview

This section outlines the general payment policies for the State of Louisiana as established by OSRAP. LRS 39:78 charges the Division of Administration with the responsibility of installing and maintaining a uniform system of accounting.

10.1.1 General Payment Policies

The following policies apply to general payments in ISIS:

- OSRAP publishes and maintains policies that provide a systematic arrangement of information covering ISIS payment policies.
- All agencies must comply with all payment policies established by OSRAP. The Director of OSRAP must approve in writing any departure from these policies.

NOTE: This section presents only a "high level" view of GFS payment policies and procedures. See individual sections for a complete listing of state disbursement policies and procedures.

10.2 Sales Tax Exemption Overview

This section clarifies the sales tax exemption for purchases by state government.

Act 1029 of the 1991 Regular Session provides that sales made to the State of Louisiana, agencies or institutions of the State, or any political subdivision of the State such as parishes, municipalities, school districts, drainage districts, irrigation districts and metropolitan water districts, where such property is to be used in the exercise of an essential governmental function, are exempt from tax. In all cases where sales are paid for by a check drawn upon the State Treasurer, or the official disbursing agent of any political subdivision, the sale will be considered as being made to the State of Louisiana or its political subdivision and will be exempt from tax.

10.2.1 Sales Tax Exemption Policies

The following policies apply to Sales Tax Exemption in ISIS:

- Purchases by state agencies or institutions are exempt from State sales and use taxes in accordance with Act 1029 of the 1991 Regular Session. The Act impacts state entities in two specific areas:
 1. It firmly establishes the Legislature's intent that no liability for payment, as it relates to the payment of state and local sales and use taxes, exist between state and local governmental entities, and
 2. It provides an exemption from the suspension of the payment of state sales tax by state agencies, boards, and commissions effective September 1, 1991, thereby relieving the requirement to pay 3 percent sales tax on purchases after September 1, 1991.
- The State sales tax exemption only applies to purchases of items for official State use.

10.3 GFS Vendor Master (VEND) Table Overview

The GFS Vendor (VEND) table defines unique codes for vendors, organizations, and persons to which the State makes payments. Miscellaneous codes to use for one-time or infrequently used vendors will also be defined.

The GFS Vendor Master (VEND) table includes complete vendor names and addresses. In addition, an alternate vendor name and address may be specified. The Vendor (VEND) table includes calendar and fiscal year-to-date amount fields, updated at the time the disbursement is recorded against the vendor. VEND also includes indicators such as: 1099 indicator, master vendor indicator, and backup withholding indicator.

10.3.1 Vendor Policies

The following policies apply when establishing vendors in ISIS:

- Vendor code additions will be entered by agencies through the AGPS VENC Screen. OSRAP will activate each approved vendor. The GFS VEND table will be updated each time a vendor is added, changed, or deleted through the AGPS VENC Screen. The GFS VEND table will be inquiry only for the agency users.
- Agencies will use the vendor's Federal Employer Identification Number (FEIN) or Social Security Number (SSAN) plus two digits to develop the ISIS vendor number. The tenth and eleventh digit, or "alternate address indicator," is used when there is more than one ordering address and will be alpha/numeric characters. Payment for vendors with alternate addresses will use this code for payment. The default for the "alternate address indicator" will be "00."
- Each vendor will be assigned a unique vendor code before any transactions are generated for them. Exceptions will be for payment vouchers on one-time payments. In the case of a one-time payment, a miscellaneous vendor code can be used. Miscellaneous vendor codes will be established by OSRAP. Agencies will use the miscellaneous vendor number on the payment voucher and request a manual warrant (check) from STO. The vendor's name and address will be typed on the manual warrant (check).

10.3.2 Vendor Master (VEND) Table Screen Print and Field Descriptions

The screen print of the Vendor Master (VEND) table is pictured below, and field descriptions follow.

Vendor Table (VEND)

```
ACTION: . TABLEID: VEND USERID: .....
VENDOR TABLE      KEY IS VENDOR CODE

01-  VENDOR: ..... MISC VENDOR IND: .
      NAME: .....
      NAME2: .....
      ADDRESS: .....
      PHONE: .....
      CONTACT: ..... LAST ACTION DATE: .....
      1099: ..... FEIN/SSAN: .....
      EFT STAT: . MASTER VENDOR INDICATOR: .
      PARISH: .. APPLICATION TYPE: ..
      HOLD: .
      CALENDAR YTD AMT: ..... BACKUP WITHHOLD: .
      FY YTD AMT: ..... PRIOR CAL YR AMT: .....
                        PRIOR FY AMT: .....
```

Purpose

The Vendor (VEND) table stores codes for vendors, organizations, and persons to which your government makes payments. It may also contain miscellaneous codes to use for one-time or infrequently used vendors. The table includes vendor names, vendor addresses, and special indicators.

Maintenance Notes

This table is system-maintained. Information on this table is drawn from the Common Vendor Table, which is updated and maintained through AGPS.

The field descriptions of the Vendor Master (VEND) table are as follows.

VENDOR

Key field. The first nine characters are the unique code assigned to the vendor (usually the vendor's Federal Employee Identification Number [FEIN] or Social Security Administration Number [SSAN]). The 10th and 11th characters are used to distinguish alternate addresses for the vendor.

MISC VENDOR IND

Indicates if the vendor is a "miscellaneous vendor". Your government may set up one or more miscellaneous vendor codes for use with "one-time" vendors. When a miscellaneous vendor code is used on a transaction, the name and address of

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the vendor must also be entered on the transaction.

NAME The vendor's name exactly as it will appear on each check. If this is a miscellaneous vendor, the name here will not appear on a check. (See instructions above for MISCELLANEOUS VENDOR INDICATOR.)

NAME2 A continuing field to further define the vendor's name.

ADDRESS A complete address is required, but you do not have to use all three lines. The address used will appear on checks. Address lines are split on the checks exactly the way you split them on these three lines. If this line is defining a miscellaneous vendor category, do not code an address.

PHONE The vendor phone number in the format 999-999-9999.

LAST ACTION DATE This is a system-maintained field. It indicates the last time a payment was made to this vendor through a GFS manual warrant (MW) document or the automated check writing facility.

CONTACT The name of the vendor's representative to be contacted, if necessary.

FEIN/SSAN The Federal Employee Identification Number (FEIN) or Social Security Administration Number (SSAN) for the vendor.

1099 A "Y" indicates that a 1099 form must be produced for this vendor. An "N" indicates that the form will not be produced.

MASTER VENDOR INDICATOR The master vendor will receive the combined 1099 data for all vendors sharing an FEIN/SSAN. Shows "Y" if this vendor will be the master vendor. "N" indicates that they are not.

EFT STAT Changed on EFTT, EFT2, or through prenote processing. Indicates whether or not this vendor is eligible for electronic funds transfer (EFT). Valid values are:

A	Active, this is the only entry that allows EFT documents for this vendor
H	Hold
N	Not EFT eligible
P	Prenote processing begun

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APPLICATION TYPE	The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. Application type codes are entered and changed on the EFTT table. Values must be valid on the EFTA table.
PARISH	The code for the Parish associated with the address of the vendor. Must be valid on the Parish table (PRSH).
HOLD	Method of freezing all payments to this vendor. Automated disbursement checks will not be made if "Y" is present in this field. "N" indicates that the vendor is not on hold.
BACKUP WITHHOLD	If the vendor's 1099 Indicator is "Y", the SOPT table Backup Withholding Option is "Y", and any of the vendor's 1099 reporting information is incomplete or incorrect, this field defaults to "Y". When this option is "Y", the vendor is subject to Backup Withholding.
CALENDAR YTD AMT	This is a system-maintained field that keeps track of how much has been paid to this vendor during this current calendar year.
PRIOR CAL YR AMT	This is a system-maintained field which contains the previous calendar year's expense amount for a particular vendor. This field is updated at fiscal year-end.
FY YTD AMT	This is a system-maintained field that keeps track of how much has been paid to this vendor during the current fiscal year.
PRIOR FY AMT	This is a system-maintained field which contains the previous calendar year's expense amount for a particular vendor. This field is updated at fiscal year end.

10.4 Warranting of Funds Overview

The warrant process is used to transfer cash from the Means-of-Financing (MOF) cash account to the operating cash account and vice versa. There are two types of warrant documents in GFS. ISIS agencies will use the Warrant Voucher (WV), while non-ISIS agencies will use the GFS Payment Voucher (PV) or Manual Warrant (MW). Non-ISIS agencies, for purposes of this policy, will be defined as those agencies whose expenditure processing are outside the ISIS system.

10.4.1 Warranting of Funds for Non-ISIS Agencies Policies

The following policies apply to warranting of funds for non-ISIS agencies:

- Non-ISIS agencies will use a GFS Payment Voucher (PV) to request a check from the system.
- Non-ISIS agencies will use a GFS Manual Warrant (MW) to request recording of expenditures when a check is not required, or this transaction is used by the State Treasury to record a manual request check.
- Manual warrants must be received by the State Treasurer's Office by **1:30 p.m.** in order for check to be released the following work day.

10.4.2 Manual Warrant (MW) Document (Non-ISIS Agencies) Procedures

The GFS Manual Warrant (MW) will be used to request the recording of expenditures when a system check is not required. It is also used when a "hand-typed" check is required. The State Treasurer will input and approve Manual Warrants for the House of Representatives and the State Senate. The State Treasurer will also have the final approval authority on these Manual Warrants. The following procedures are examples of Manual Warrant processing in GFS for the Department of Transportation Development (DOTD) and the House of Representatives.

Manual Warrant (MW) Approval Process for Non-ISIS Agencies/Department of Transportation Development (DOTD)

Responsibility	Action
----------------	--------

Agency/DOTD	Enters the Manual Warrant (MW) by completing the appropriate fields in GFS. (See
-------------	--

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Manual Warrant (MW) screen print and explanation of field descriptions following these procedures.) Notes whether it is a check or "no check" in the "remarks" field.

Approves the Manual Warrant (MW) in GFS.

Files supporting documents in the agency's files.

State Treasurer Pulls DOTD Manual Warrant from the Document Suspense File (SUSF) in GFS for review and approval. If approved, STO processes the transaction (State Treasurer level). Documents cannot be disapproved in GFS. If STO cannot approve the transaction -- it could be placed on "Hold" until approval is acquired. Reason(s) for placing a document on "Hold" can be communicated through a telephone call to the agency. If a check is requested, the STO will perform a screen print and include in daily expenditure document.

Files information in appropriate files.

Manual Warrant Approval Process for House of Representatives or State Senate.

State Treasurer Receives a handwritten or typed copy of GFS Manual Warrant (MW) from the House of Representatives or State Senate.

State Treasurer
Preparer

Enters the Manual Warrant (MW) in GFS by completing the appropriate information on the MW transaction, as described in the field descriptions below.

State Treasurer
Approver

Approves the Manual Warrant (MW) in GFS. (Agency level.) If approved, STO processes the transaction with a "W." If a check is requested, STO will perform a screen print and include in daily expenditure document.

Files information in appropriate files.

10.4.2.1 Agency-Specific Procedures for the Manual Warrant (MW) Document (Non-ISIS Agencies)

10.4.2.2 Manual Warrant (MW) Document Screen Print and Field Descriptions

The screen print of the Manual Warrant (MW) transaction is pictured below, and field descriptions follow.

Manual Warrant Transaction (MW)

```

FUNCTION: ..... DOCID: MW .....

STATUS: ..... BATID: ... .. ORG: ....
H- ..... MANUAL WARRANT INPUT FORM

MW DATE: . . . . . ACCTG PRD: . . . . . BUDGET FY: ..
ACTION: . . . RECEIVING FUND: ... BANK ACCT CODE: .. CASH ACCT: ....
VENDOR CODE: ..... VENDOR NAME: .....

COMMENTS: ..... DOCUMENT TOTAL: .....
CALCULATED DOC TOTAL:
----- REFERENCED DOCUMENT(S) -----
CD AGY  NUMBER  LN  INVOICE  AGE  SUB APPR ACTI
----- FUND NCY ORG ORG UNIT VITY -----
OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT ACT DEL DT
-----
DESCRIPTION  QUANTITY  AMOUNT  I/D P/F
-----
01- . . . . .
. . . . .
. . . . .
. . . . .

```

The Manual Warrant (MW) transaction field descriptions are as follows.

COMMAND AREA	See Chapter 4, "Document Processing", in the <i>ISIS/GFS Online Features Guide</i> for an explanation of the command area fields.
MW DATE	Inferred. The current date entered for this document type on the Dates table (DATE).
ACCTG PRD	Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the manual warrant date. If you want these transactions to be recorded in

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	some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
ACTION	Optional. Blank defaults to "E". Use "M" if you want to reuse a MW number in the same accounting period. This will group the transactions together on the ledger reports.
RECEIVING FUND	Required if this document is reporting an intragovernmental purchase/sale concerning two different funds. Enter the code of the fund that is to receive money as a result of this transaction. If lines on this document reference POs or PVs, the code must be the same as the <i>seller's</i> fund code on the referenced document. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
BANK ACCT CODE	Required. The code represents the bank account whose checks were used for the lines recorded on this document. The code used must be valid in the Bank Account Master Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
CASH ACCT	Optional. Enter a code only if you want to override the default cash account in the Bank Account Master Table for the bank account coded above. The offset cash account code represents the account that is to be credited as a result of this transaction. The code used must be a valid <u>cash</u> account in the Balance Sheet Account Master Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
VENDOR CODE	Required if your installation requires vendor codes (i.e., required if the Vendor Control Option in the System Control

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Options Master Table is "Y"). Must be blank if receiving fund is coded. Optional, otherwise. Enter the code for the vendor to be paid as a result of this document. The code used must be valid in the Vendor Master Table. If the desired vendor is not listed in the Table, check with a supervisor to see if you should:

- use a code in the Vendor Master (VEND) table named "miscellaneous", or
- add a new code to the Table for this new vendor.

If lines on this manual warrant reference purchase orders or payment vouchers, the vendor code used must match the vendor code on the referenced documents.

VENDOR NAME

Required if vendor code was not supplied or if you used a miscellaneous vendor code. Enter the name written on the check. Must not be coded if Receiving Fund is coded. Optional otherwise. (The name will be inferred from the Vendor Master Table.)

COMMENTS

Optional, for reporting purposes only. Enter notes about this document. The first 12 characters will be stored in the computer.

DOCUMENT
TOTAL

Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).
2. Add together all the decrease amounts (the lines with "D" in the I/D field).
3. Subtract the smaller of these amounts from the larger, and enter that amount.

CALCULATED DOC
TOTAL

Do not code this field. It is the system-computed total of the line amounts.

REFERENCE
DOCUMENT CD

Required if this line concerns items previously recorded on a

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	purchase order or payment voucher; leave blank otherwise. The only valid codes are "PO", or "PV."
REFERENCE DOCUMENT AGY	NOTE: If a prior-year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.
REFERENCE DOCUMENT NUMBER	Required. Enter the agency code of the document ID being referenced. Required if this line concerns items previously recorded on a purchase order or payment voucher. Leave blank, otherwise. Enter the transaction number of the document being referenced. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE DOCUMENT LN	Required if this line concerns items previously recorded on a purchase order or payment voucher. Enter the line number of the PO or PV line being referenced.
REFERENCE DOCUMENT INVOICE	Optional. Enter the vendor's invoice number, if one is available.
FUND	The code for the fund that is to pay for the item on this line. Optional on original entry if the Prior Document Reference Option in the System Control Options Table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced transaction. Otherwise, required. Inferred from the Continuing Organization table using the organization code. The code, entered or inferred must be valid in the Fund Master Table.
AGENCY	If this field is coded when the line references a prior document, the code must be the same as the one on the referenced document. Conditional. Enter the code of the agency paying for the item named on this line. Required on balance sheet transactions. Optional on original entry if the Prior Document Reference Option in the System Control Options Table is "Y" and a prior

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document is referenced on the line. The system will pick up the code from the referenced document. Otherwise, required. The code used must be valid in the Agency Master Table. If this field is coded when the line references a prior document, this code must be the same as the agency code used on the referenced line.

ORGANIZATION

On balance sheet transactions, the agency code is required if a reporting category code is used. This is because "agency" is a key in the Reporting Category Master (RPTG) table, and it must be present for the system to validate the reporting category code. Otherwise, this field is optional on balance sheet transactions.

Optional if the Prior Document Reference Option in the System Control Options (SOPT) table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced document.

Otherwise, required if the Expense Budget or Appropriation Organization Option in the Fund/Agency Master Table is "Y" for this line's fund/agency combination. On governmental refunds the organization code is governed by the Revenue Budget Organization Option. The code used must be valid in the Organization Master Table. If the field is coded when the line references a prior document, this code must be the same as the one used on the referenced line.

SUB-ORG

Optional on balance sheet transactions.

Optional. Enter the code of the sub-organization paying for the item named in this line. The code used must be valid in the Sub-Organization Master Table. You must code an organization before you can code a sub-organization. If this field is coded when the line references a prior document, the code used must be the same as the one on the referenced line. If there was no sub-organization coded on the referenced line, you can add one here.

APPR UNIT

Inferred from the Continuing Organization table using the organization code. Required if appropriation control for this fund is set to "C" or "P". Assign a new code if you are adding a new unit of appropriation to the system. Otherwise, enter a previously defined code. The appropriation unit code

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ACTIVITY

must be valid and active on the Appropriation Inquiry table (APPR). Optional on balance sheet transactions.

Optional if the Prior Document Reference Option in the System Control Options Table is "Y" and a purchase order or payment voucher is referenced on the line. The system will pick up the code from the referenced document.

Otherwise, required if the Expense Budget Activity Option in the Fund/Agency Master Table is "Y" or "A" for the buyer's fund/agency combination. On governmental refunds, the activity is governed by the Revenue Budget Activity Option. The code can be inferred from the Organization Master Table, if included there. Codes on input forms and those inferred from referenced documents override codes in the Organization Table. The code used must be valid in the Activity Master Table.

If this field is coded when the line references a purchase order, the code used must be the same as the one used on the referenced line. If there was no activity coded on the referenced line, you can add one here.

OBJ

Optional on balance sheet transactions.

Optional if the Prior Document Reference Option in the System Control Options Table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced document.

Otherwise, required (except on balance sheet transactions and refund transactions). Enter the code from the Object Master Table that best describes the item named on this line. If this field is coded when the line references another document, the code used must be the same as the one on the referenced line.

SUB-OBJ

Optional on balance sheet transactions. Must be blank on governmental refund transactions.

Required if the expense budget line for this expenditure has a "Y" in the sub-object option field. Optional if the Prior Document Reference Option in the System Control Options

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REV SRC	<p>Table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced document. Enter the code that best describes the item named on this line. If this field is coded when the line references a prior document, this code must be the same as the one used on the referenced line. If there was no sub-object coded on the referenced line, you can add one here.</p> <p>Usually leave blank. Required on governmental refund transactions. When revenue source is coded, object and balance sheet account must be blank.</p>
SUB REV	<p>Enter the revenue source that should be debited as a result of this transaction. The code used must be valid in the Revenue Source Master Table.</p>
JOB NO.	<p>Leave blank, unless revenue source is coded. If revenue source is coded, sub-revenue source is required if the Sub-Revenue Source Option in the Revenue Source Table is "Y". If the option is "N", then sub-revenue source is optional.</p>
	<p>If your installation uses Job Costing (i.e., if the Job Cost Option in the System Control Options Master Table is "Y"), you can optionally enter a job number. It will be used for reporting purposes only, and it must be valid in the Job Master Table. Optional, if the Prior Document Reference Option in the System Control Options Table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced document. If your installation does not use job costing, leave this column blank. If this field is coded when the line references a prior document, this code must be the same as the one in the referenced PO line. If there was no job number coded on the PO, you can add one here.</p>
REPT CATG	<p>You may optionally code a project number. If your installation does not use job cost or project accounting, a general reporting category code may be entered. Optional on balance sheet transactions.</p> <p>Inferred from the Continuing Organization table using the organization code. Usually optional. Required on balance sheet transactions if the Reporting Category Option in the Balance Sheet Account Table is "Y". Record an appropriate</p>

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BS ACCT	<p>code. The code used must be valid in the Reporting Category Master Table for the agency coded in the agency field. If this field is coded when the line references a prior document, the code used must be the same as the one used on the referenced line. If there was no reporting category coded on the referenced line, you can add one here.</p> <p>Leave blank for standard purchase/payment situations. Enter a code only if this line is an expenditure or a balance sheet transaction, or if it references a PV. If referencing a PV, then this field must be blank or the same as the Offset Liability Account code from the Open PV Header Table.</p> <p>Enter the applicable code from the Balance Sheet Account Master (BACC) table. It can not be any of the default accounts in the System Special Accounts Table. (It can be the default Fund Balance account).</p>
ACT DEL DATE	<p>If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.</p> <p>Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to PV DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For non-continuing appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in the Calendar Date Table (except for "PREPAY").</p>
DESCRIPTION	
QUANTITY	<p>Optional, for reporting purposes only enter notes about this line. The first 30 characters will be stored in the computer.</p>
AMOUNT	<p>Optional. Enter the number of items paid for.</p>
I/D	<p>Required. Enter the exact amount of the manually written check that this line is reporting.</p> <p>Required if document action is "M". Otherwise, optional. Code the following:</p> <p>"D" decrease "I" increase</p>

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P/F

When document action is "E", blank defaults to "I". "D" is valid on original entries to void checks.

Optional. This field indicates whether the line is closing out a purchase order line (final payment) or authorizing partial payment of a PO line amount. Code this field according to the following rules:

- PARTIAL PAYMENT - the "P" is optional.
- FINAL PAYMENT - (final payments do not always have to equal the amount recorded on the PO.)
- if this manual warrant makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.
- if this manual warrant makes the total amount expended *less* than the PO amount, but you want to force a close anyway (the item didn't cost as much as expected), the "F" is required.
- if this manual warrant makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the referenced amount. (See the Section, "System Tolerance Logic on Purchase Order Closing Amounts" in *ISIS/GFS User Guide, Vol. II*).

10.4.2.3 Warrants (All Other Non-ISIS Agencies) Control Agency Procedures

The GFS Payment Voucher (PV) will be used to request a check from the GFS system. The Office of Statewide Reporting and Accounting Policy (OSRAP) will prepare and approve the payment vouchers for checks that will be forwarded to the various non-ISIS agencies. Louisiana State University System, Southern University System, Department of Labor, and other non-ISIS agencies' Payment Vouchers will be processed by OSRAP.

Responsibility	Action
OSRAP	Receives a handwritten or typed copy of a GFS Payment Voucher (PV) form from appropriate agency.
	Enters the Payment Voucher (PV) in ISIS by completing the appropriate input transactions fields. See Section 10.6.2 for a screen print of the Payment Voucher (PV) and explanation of the field descriptions. NOTE: The "single check" option must be selected for these transactions.
	Approves the Payment Voucher (PV) in ISIS.
	Files information in appropriate files.

State Treasurer Receives the system-produced check. (Normally, there is a two-day turnaround on receiving the check.) Checks in excess of 1 million dollars are held by the State Treasurer for one additional day.

10.4.2.4 Agency-Specific Procedures for Warrants (All Other Non-ISIS Agencies)

10.4.3 Warrants (Colleges and Universities) Overview

The GFS Payment Voucher (PV) will be used to request a check from the ISIS system. The Board of Trustees for State Colleges and Universities will prepare and approve the payment vouchers for checks that will be forwarded to the various colleges and universities throughout the State, excluding the Louisiana State University System and the Southern University System. The Payment Vouchers for these agencies will be entered and approved by the Office of Statewide Reporting and Accounting Policy (OSRAP).

10.4.3.1 Warrants (Colleges and Universities) Procedures

Responsibility	Action
Board of Trustees	Receives a "Schedule of Funds" for yearly anticipated needs from each university. These funds are requested on a monthly basis.
	Receives a handwritten or typed copy of a GFS Payment Voucher (PV) form from each university on the 1st of every month.
	Contacts the Office of Statewide Reporting and Accounting Policy (OSRAP) and informs them of the payment and the payment amount. If amount is over 1 million dollars, OSRAP informs the State Treasurer of the initial request.
	Enters the Payment Voucher (PV) in ISIS on the 1st and 15th of each month for exactly one-half of the payment amount requested in Step 2 by completing the appropriate input fields (as shown in Section 10.6.2 below).
	Approves the Payment Voucher (PV) in ISIS.
	Receives the system-produced check from the State Treasurer's Office. (Normally, there is a two-day turnaround on receiving the check.) Checks in excess of 1 million dollars are held by the State Treasurer for one additional day.
	Mails checks to appropriate university.
	Prepares an "Appropriation Summary Spreadsheet" for the Payment Vouchers. (Posting to the Appropriation Summary Spreadsheet ensures current balances of funds paid and balances available to the colleges/universities reconciles with the "Schedule of Funds.") Files all information in appropriate files.

10.4.3.2 Agency-Specific Procedures for Warrants (Colleges and Universities)

10.5 Payment Discounts Overview

This section defines the State's policy regarding the taking of discounts on purchases of materials, services, etc. offered to the State of Louisiana by vendors.

Several vendors that do business with the State offer standard discounts for timely payment of invoices. Also, some vendors negotiate discounts with the State for other reasons, (i.e., volume buying, new product sale, etc.). In every instance, it is to the advantage of the State to take the discounts.

In the vendor's terms, the number of days in which payment must be made to qualify for the discount is usually the time between when the invoice was sent and payment is received. This is important because if the number of days until payment is not properly determined, the discount could be lost.

If a discount type code exists on a payment voucher line, the cash disbursement activity first determines whether the discount is valid, and if it is, it calculates the amount. The Discount Type (DISC) table defines a number of days and a percentage discount for each discount type. If the number of days between the voucher date and check date is not greater than the number of days field in the Discount Type (DISC) table, then the discount will be taken. Otherwise, the discount is lost.

If the check date falls prior to the last possible payment date, the discount is taken. Otherwise, it is not.

The discount amount is calculated by applying the percentage in the Discount Type (DISC) table against the payment voucher line amount.

When a discount is taken, the activity generates expenditure transactions that "refund" the discount amount back to the accounting distribution on the payment voucher line. (There is no special accounting distribution to collect discounts.) As a result of these system-generated transactions, the expended amount fields in the budget tables are updated and detail ledger records are posted to "GENLED" and "JOBLED."

For cash disbursements, discounts taken are shown on the check stub. The check stub discount lines are summarized by vendor invoice number, within each payment voucher document.

Since the voucher pre-selection activity does not consider discounts, scheduled payment amounts on the Schedule Payment Turn Around Report may be different from the actual check amount. Sometimes the discount amount makes the difference between whether the government owes the vendor money or not. When this occurs, the vendor will be listed on the 1G07 Unscheduled Payment Turnaround Report

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because no money is owed once the discount is taken. However, the next time the payment disbursement cycle is run, the discount may be considered lost, and a check will be printed because it is now perceived that money is owed.

The Discounts Taken/Lost Report 1G24 should be periodically analyzed. If discounts are being lost on a regular basis, payment policies or discount types may need adjusting.

10.5.1 Payment Discounts Policies

The following policies apply to payment discounts in ISIS:

- All billings/invoices received from vendors that offer discounts for timely payment will be processed in such a manner as to ensure the State receives the discounts.
- OSRAP personnel will conduct periodic reviews to confirm that agencies are taking advantage of all allowable discounts.
- All vendors that offer discounts will be paid through both the AGPS and GFS systems, and discounts (taken or lost) will be tracked through GFS reporting capabilities.

10.5.2 Discount Type (DISC) Table Overview

The Discount Type (DISC) table defines discount type codes which can be used on payment vouchers. All discount types represent a certain percentage credited for payment within a specific number of days. The automated disbursement process uses this table to determine whether the discount can be taken and to calculate the discount amount. If the number of days between the voucher date and check date is not greater than the number of days field in the Discount Type (DISC) table, then the discount is taken. Otherwise, the discount is not calculated.

10.5.2.1 Discount Type (DISC) Table Screen Print and Field Descriptions

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The screen print of the Discount Type (DISC) table is pictured below, and field descriptions follow.

Discount Type Table (DISC)

ACTION: . TABLEID: DISC USERID:					
DISCOUNT TYPE TABLE					
KEY IS DISCOUNT TYPE					
DISC TYP	%	NUM DAYS	DISCOUNT DAY	DESCRIPTION	
-----	-----	-----	-----	-----	
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-

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Purpose The Discount Type (DISC) table defines discount type codes which can be used on payment vouchers. All discount types represent a certain percentage credited for payment within a specific number of days. The automated disbursement process uses this table to determine whether the discount can be taken and to calculate the discount amount. An alternate view of this table exists on the Discount Type by Percent (DSPC) table, which is keyed by percent, number of days, then discount type.

The screen field descriptions of the Discount Type (DISC) table are as follows.

DISC TYP	Required. Enter any alphanumeric value.
%	Required when adding a new line. Enter the percentage of credit to be received when the number of days condition is met. The cash disbursement process calculates the credit based on the voucher line amount. Use two decimal places. For example, 5% would be entered as 0500 or 05.00.
NUM DAYS	Required when adding a new line. Enter the maximum number of days that can elapse between the voucher date and check date and still have the discount apply.
DISCOUNT DAY	Optional. Enter the day of the month by which payment must be made in order for the discount to be taken. This field must be blank if the number of days is filled in.
DESCRIPTION	Enter any relative descriptive information.

10.6 Payment Voucher (PV) Overview

This section defines the policies and procedures for using Payment Vouchers (PVs) in ISIS.

A payment voucher authorizes the spending of money and initiates automated check-writing procedures. A payment voucher is used to record all information necessary for the system to create vouchers payable ledger entries. The payment voucher also schedules a specific payment date for the voucher, which is used when cash is disbursed. (The cash disbursement activities actually write the checks.)

A payment voucher document must be submitted if computer-printed checks are to be produced by ISIS. Purchase orders that originate in AGPS will have the payment voucher automatically generated in GFS when the AGPS approval process is complete. Payment vouchers may be processed directly in GFS for purchases that do not originate in AGPS. The alternative is a Manual Warrant (MW) transaction. If immediate payment is required after a payment voucher is submitted, a manual check can be produced by the State Treasurer's Office. See Section 10.15.1 of this manual for information on the manual checks.

A purchase order usually precedes a payment voucher, although the payment voucher can be the first document in the expenditure accounting chain. The amount on a payment voucher that references a purchase order can be different from the amount on the purchase order.

The following are examples of direct payments to vendors that could be made through GFS:

- Reimbursement of imprest accounts and Non-Zero Balance (ZBA) bank accounts
- Utilities
- Interagency payments
- Payments under \$500 not involving a purchase order and not commodity related
- Payments against a budget reservation (encumbering) GFS purchase order which is not commodity-related (i.e., utilities)
- Payments for personal professional consulting and social service contract, if not using the Contract Financial Management System (CFMS).

10.6.1 Payment Voucher (PV) Policies

The following policies apply to Payment Vouchers (PVs) in ISIS:

- Agencies will be required to initiate all purchases of commodities and all purchases tied to contracts in AGPS. Non-commodity, non-contract purchases may be entered directly into GFS, but the use of AGPS to generate all eligible purchases is strongly encouraged.
- Purchase orders entered through AGPS will have payment vouchers automatically generated into GFS when the AGPS payment approval process is complete. Purchase orders entered directly in GFS will follow the process discussed in the *GFS User Guide, Volume 2, Chapter 2*.
- For purchases that originate in AGPS, the receipt date must be completed on the Order Payment Header (OPAY) table in order to populate the "actual delivery date" field on the GFS Payment Voucher (PV) transaction. The entry of the receipt date in AGPS will occur on the Order Receipt Header (OREC) table or the Order Invoice (OINV) table for an "all-in-one" receipt. The "all-in-one" receipt posts the invoice, creates receipt records, and creates the payment records ready for approval and processing.

If the receipt is entered on the Order Receipt Header (OREC) table, the Receipt Date of the Order Payment Header (OPAY) table will automatically be updated. For receipts entered for an "all-in-one" through the Order Invoice (OINV) table, the authorized approver of the payment through the OPAY table must complete the receipt date.

- Payments to vendors will be combined across all agencies. Agencies who need specific checks returned (single check per document) will need to select the single check flag when processing payments. Single checks will be returned to the State Treasurer's Office for distribution to the agencies. OSRAP will monitor agency use of the single check selection and expects the use of the single check to be the exception rather than the rule.
- Agencies that require checks be sent to their agency for distribution must submit a request to OSRAP. OSRAP will determine whether this request is warranted and will establish a separate check category for the requesting agency if approval is given.

10.6.2 Payment Voucher (PV) Procedures

The following procedures apply to entering GFS Payment Vouchers (PVs) in ISIS:

Responsibility	Action
Agency	For purchases originating in AGPS refer to the AGPS User Guide for payment procedures.
Agency	For payment transactions originating in GFS refer to Chapter 4 -- Document Processing & Online Features.

10.6.2.1 Agency-Specific Procedures for Payment Voucher (PV) Transactions

10.6.2.2 Payment Voucher (PV) Transaction Screen Print and Field Descriptions

The screen print for Screen One of the GFS Payment Voucher (PV) is pictured below.

Payment Voucher Transaction (PV)

```
FUNCTION: ..... DOCID: PV .....
STATUS:          BATID: ... .. ORG: ....
H-              PAYMENT VOUCHER INPUT FORM

PV DATE: .. .. ACCTG PRD: .. .. BUDGET FY: ..
ACTION: .. PV TYPE: . ACT DEL DT: .. .. SCH PAY DATE: .. ..
OFF LIAB ACCT: .... FA IND: . DOCUMENT TOTAL: .....
EFT IND: . APPLICATION TYPE: .. CALC DOC TOTAL: .....
VENDOR CODE: ..... CHECK CATEGORY: .. SINGLE CHECK FLAG: .

VENDOR NAME: .....
ADDR1: .....
ADDR2: .....
ADDR3: .....

SELLER: FUND: ... AGENCY: ... ORG: ....
SUB-ORG: .. APPR UNIT: ... ACTIVITY: ....
REV SRC: .... SUB-REV: .. JOB NO: .....
REPT CAT: .... OBJECT: .... SUB-OBJ: ..
OFF REC ACCT: .... BS ACCT: ....
```

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The screen print for Screen Two of the GFS Payment Voucher (PV) is pictured below, and field descriptions follow.

PV Transaction Screen Two

FUNCTION:										DOCID: PV																							
STATUS:										BATID:										ORG:													
LN		REFERENCE				COM		VENDOR				AGE		SUB		APPR		ACTI															
NO CD AGY		NUMBER				LN		INVOICE				FND NCY		ORG		UNIT		VITY															
OBJ		SUB		OBJ		REV		SRC		SUB		REV		JOB NO.		REPT		CATG		BS		ACCT		DISC		TYPE							
DESCRIPTION										QUANTITY										AMOUNT										I/D		P/F	
01-																																	
02-																																	
03-																																	
04-																																	

The screen field descriptions for the GES Payment Voucher (PV) are as follows.

COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.

ACT DEL DT

Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to PV DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For non-continuing appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in the Calendar Date Table (except for "PREPAY").

This is a protected field; the date will be inferred by the system.

PV DATE

Optional. If left blank, the transactions on this document are recorded in the accounting period inferred from the Vendor Payment voucher date. If you want these transactions to be recorded in some other accounting period, enter the desired

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period (it must be open on the Accounting Period (APRD) table), using fiscal months and fiscal years. You cannot enter future periods.

ACCTG PRD

Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open on the Fiscal Year (FSYR) table). You cannot enter future budget fiscal years.

BUDGET FY

The transactions may be recorded in a prior fiscal year that is closed if funds are appropriated within the desired fiscal year and the appropriation will not expire until a following fiscal year.

ACTION

Optional. Blank defaults to "E". Valid options are:

- Original Entry (E) if this document is new.
- Adjustment (M) if this document is modifying a previously accepted document. This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero).

NOTE: To change codes in an existing line, you must cancel that line and recode a new line. These can both be recorded on the same input form, using an Adjustment (M) action. To change codes in the header, you must cancel all lines on the document and start over on a new form, using an Original Entry (E) action.

SCH PAY DATE

Optional. Applies only to vouchers for outside vendors. Enter the date on which you want the check for this payment voucher to be issued, if you want to override the system-computed date. This date must be valid on the Calendar Date Tale (CLDT). If left blank, the system automatically assigns a date according to the following rules:

1. If the Vendor Master Table has a value recorded in the column labeled Scheduled Payment Day for this document's vendor, that value is used. The Payment Day is the day in the month that this vendor should

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be paid. The system will assign the payment date using this day and the current month, or, if the resulting date has already passed, the next month.

2. If System Control Options Master Table Scheduled Distribution Date option is "Y", the system calculates the optimum payment date for each payment voucher. This date is the last possible day on which the voucher can be paid, and all the discounts still taken.

NOTE: Scheduled Payment Dates can always be changed on PV modifying transactions or through the Voucher Scheduling Table (SCHD). See the discussion of "Automated Disbursements" in the *ISIS/GFS User Guide, Vol. II* for further details.

CHECK CATEGORY

Inferred from Agency Master (AGCY) table. This field specifies under which check category the check for this voucher will be printed. Vouchers are summed by Vendor and Check Category. The use of check categories is optional. (Must be valid code in Check Category Table.)

FA IND

Optional. Enter an "F" if this payment voucher concerns fixed assets.

OFF LIAB ACCT

Do not code this field (not used in Louisiana).

SINGLE CHECK FLAG

Optional. A "Y" here will result in a single check being printed for this voucher by the check writing program. Otherwise, the voucher amount is summed together with other vouchers for the same vendor (by Check Category) to get the check amount.

VENDOR CODE

Enter the code for the vendor to be paid as a result of this document. Must be blank on intra-governmental vouchers. On vouchers for outside vendors required if your installation requires vendor codes (i.e., required if the Vendor Control Option in the System Control Options Master Table is "Y"). Optional, otherwise.

The code used must be valid in the Vendor Master Table. If the desired vendor is not listed in the table, check with a supervisor to see if you should:

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- use a code in the Vendor Master Table named "miscellaneous," or
- request a new code for this vendor.

If lines on this document reference a purchase order, the vendor code must be the same as the one used on the referenced document. This field may not be changed on modify transactions.

VENDOR NAME
ADDR1, ADDR2,
ADDR3

Required on vouchers for outside vendors when vendor code is blank or if you used a miscellaneous vendor code. Enter the name and address to be printed on checks. Otherwise, the name and address for checks are automatically obtained from the Vendor Master Table. You may enter the name here for your own reference.

DOCUMENT
TOTAL

Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts.
2. Add together all the decrease amounts.
3. Subtract the smaller of these amounts from the larger, and enter that amount.

CALC DOC TOTAL

Do not code this field. It is the system-computed total of the line amounts.

EFT IND

Required if the current payment voucher is to be paid by Electronic Funds Transfer (EFT). Valid values are "Y," "N" or spaces. Type "Y" in this field and enter a valid application type to select this voucher for electronic funds payment. When entering intra-governmental vouchers the EFT indicator must be blank.

When blank, the EFT indicator will default to "N" unless the vendor is eligible for EFT. A vendor is eligible for EFT when the EFT-STATUS field on the Vendor (VEND) table is "A" (active). When the vendor is eligible for EFT, then the EFT indicator will automatically be taken from the referenced vendor invoice (VI) as long as the EFT indicators on ALL of

the VIs referencing this payment voucher are set to "Y."

If any of the EFT indicators on the related VIs are not set to "Y," or one or more PV lines do not reference VIs, the EFT indicator must be set manually on the PV.

If the vendor is eligible for EFT, and the EFT indicator is not filled in or there are no VIs from which to take the EFT indicator, the EFT indicator will automatically be set to "Y" in the document header.

APP TYPE

Filled in if the EFT indicator on the current payment voucher is set to "Y." The application type is a two-character code representing the intended application, or use, of the funds being electronically transferred. All application types must be valid entries on the Electronic Funds Transfer Application Type (EFTA) table. When blank and the EFT indicator is set to Y, the application type will automatically be taken from the referenced Vendor Invoice (VI), as long as the application types on all of the VIs referenced on this payment voucher are the same.

If the EFT indicator is set to "Y" and there are no VIs from which to take the application type, the application type will automatically be taken from the EFT Type on the Vendor (VEND) table if one exists. Otherwise, the user must supply this field.

LN NO

Required. Enter a different number for each line on the document. Numbers from 01 to 99 are valid. This number is a key field in the Open PV Line Table. Two digits must be used. It uniquely identifies the line from all other lines on the voucher. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.

REFERENCE CD

Required if this line concerns items previously recorded on a purchase order or the PV INV UPDT OPT (PV Inventory Update Option) = "N" on SOPT.; leave blank, otherwise. Valid codes are "PC", "PP", "PG", "PO", or "SC". If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.

NOTE: If a prior year PO is referenced, all codes in the

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	accounting distribution must be valid for the prior year as well as for the current year.
REFERENCE AGY	Required if this line concerns items previously recorded on a purchase order; leave blank otherwise. Enter the agency code of the document ID being referenced. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE NUMBER	Required if this line concerns items previously recorded on or purchase order; leave blank otherwise. Enter the transaction number of the document being referenced. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
REFERENCE LN	Required if this line concerns items previously recorded on a purchase order. Enter the purchase order line number (from the PO input form) of the item being referenced. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.
COM LN	Required for payment vouchers referencing PC, PD or PG transactions with a warehouse code. This field is used to update the INVN Table for the item the PC line number points to. For all other payment voucher transactions, this field must be blank.
VENDOR INVOICE	Optional. Enter the vendor invoice number, if one is available.
FND	Inferred from the Continuing Organization table using the organization code. Optional on original entry if the Prior Document Reference Option in the System Control Options Table is "Y" and a purchase order is referenced on the line. The system will pick up the code from the referenced transaction. Otherwise, required. The code for the fund that is to pay for the item on this line. The code used must be valid in the Fund Master Table and the fund/agency combination must be valid on the Fund/Agency table (FAGY). If this field is coded when the line references a purchase order, the code must be the same as the one on the referenced document. If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original

transaction. Required on balance sheet transactions.

Optional on original entry if the Prior Document Reference Option in the System Control Options Table is "Y" and a purchase order is referenced on the line. The system will pick up the code from the referenced document. Otherwise, required.

AGENCY

Enter the code of the agency paying for the item named on this line. The code used must be valid in the Agency Master Table, and the fund/agency combination must be valid in the Fund/Agency Table. If this field is coded when the line references a purchase order, this code must be the same as the agency code used on the referenced line.

If the PV TYPE = "1" for this voucher, then the agencies coded on all lines and the header must have the same Agency Type.

If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

On balance sheet transactions, the agency code is required if a reporting category code is used. This is because agency is a key in the Reporting Category Master Table, and it must be present for the system to validate the reporting category code. Otherwise, this field is optional on balance sheet transactions.

ORG

Optional if the Prior Document Reference Option in the System Control Options Table is "Y" and a purchase order is referenced on the line. The system will pick up the code from the referenced document. Otherwise, required if the Expense Budget or Appropriation Organization Option in the Fund/Agency Master Table is "Y" for this line's fund/agency combination. On governmental refunds, the organization code is governed by the *Revenue* Budget Organization Option. The code used must be valid in the Organization Master Table. If the field is coded when the line references a purchase order this code must be the same as the one used on the referenced line.

If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is

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optional. If coded, it must match the original transaction.

Optional on balance sheet transactions.

SUB ORG

Required on expenditure transactions if the Sub-Organization Required Option-SP is "Y", "1", "2" or "3"; or on revenue transactions if the Sub-Organization Required Option-RV in the Organization Table is "Y"; otherwise, optional. Enter the code of the sub-organization paying for the item named in this line. The code used must be valid in the Sub-Organization Master Table.

You must code an organization before you can code a sub-organization. If this field is coded when the line references a purchase order, the code used must be the same as the one on the referenced purchase order line. If there was no sub-organization coded on the purchase order line, you can add one here.

If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

Optional on balance sheet transactions.

APPR UNIT

Inferred from the Continuing Organization table using the organization code. Required if appropriation control is set to "C" or "P". Enter the code for the appropriation which will be charged for the items listed on this voucher. The code used must be valid and active in the Appropriation Application Table.

If lines on this voucher reference purchase order transactions, the code will be automatically carried forward from the referenced purchase orders if the Prior Document Reference Option from the System Control Options Reference Table (SOPT) is set to "Y". If this transaction is an adjustment to a previously entered transaction, the code used must be the same as the one on the original transaction.

Required when the transaction is coded with a closed budget fiscal year. The appropriation must be open and must be applicable to the budget fiscal year coded for the transaction.

ACTIVITY

Optional if the Prior Document Reference Option in the

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System Control Options Table is "Y" and a purchase order is referenced on the line. The system will pick up the code from the referenced document.

Otherwise, required if the Expense Budget Activity Option in the Fund/Agency Master Table is "Y" or "A" for the buyer's fund/agency combination. On governmental refunds, the activity is governed by the *Revenue* Budget Activity Option. The code can be inferred from the Organization Master Table if included there. Codes on input forms and those inferred from referenced documents override codes in the Organization Table. The code used must be valid in the Activity Master Table.

If this field is coded when the line references a purchase order the code used must be the same as the one used on the referenced line. If there was no activity coded on the referenced line, you can add one here.

OBJ

If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

Optional on balance sheet transactions.

Optional if the Prior Document Reference Option in the System Control Options Table is "Y" and a purchase order is referenced on the line. The system will pick up the code from the referenced document.

Otherwise, required (except on balance sheet transactions and refund transactions). Enter the code from the Object Master Table that best describes the item named on this line. If this field is coded when the line references another document, the code used must be the same as the one on the referenced line. If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

SUB OBJ

Optional on balance sheet transactions. Must be blank on governmental refund transactions.

Required if the expense budget line for this expenditure has a "Y" in the sub-object option field. Optional if the Prior

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Document Reference Option in the System Control Options Table is "Y" and a purchase order is referenced on the line. The system will pick up the code from the referenced document. Enter the code that best describes the item named on this line. If this field is coded when the line references a purchase order, this code must be the same as the one used on the referenced line. If there was no sub-object coded on the referenced line, you can add one here.

REV SRC

If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

Usually leave blank. Required on governmental refund transactions. When revenue source is coded, object and balance sheet account must be blank.

Enter the revenue source that should be debited as a result of this transaction. The code used must be valid in the Revenue Source Master Table

SUB REV

If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

Leave blank, unless revenue source is coded. If revenue source is coded, sub-revenue source is required if the Sub-Revenue Source Option in the Revenue Source Table is "Y". If the option is "N", then sub-revenue source is optional.

JOB NO.

Required on expenditure transactions if the Job Number Required Option-SP is "1", "2", or "3" in the Organization Table; or "A" in the Organization Table and the same option is "Y", "1", "2" or "3" in the Activity Table. Required on revenue transactions if the Job Number Required Option-RV is "Y"; or "A" in the Organization Table and the same option is "Y" in the Activity Table. Optional, otherwise.

For installations using Job Costing (i.e., the Job Cost Option in the System Control Options Master Table is "Y"): If the Prior Document Reference Option in the System Control Options Table is "Y" and a purchase order is referenced on the line, the system will pick up the code from the referenced

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document. If your installation does not use job costing, leave this field blank.

If this field is coded when the line references a purchase order, this code must be the same as the one in the referenced PO line. If there was no job number coded on the PO, you can add one here.

If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

You may optionally enter a project number; which must be valid on the Project Budget Line Inquiry Table (PRBL), if your installation does not use job cost or project accounting, a general reporting category code may be entered. Optional on balance sheet transactions.

REPT CATG

Inferred from the Continuing Organization table using the organization code. Required on expenditure transactions if the Reporting Category Required Option-SP is "1", "2" or "3" on the Agency Table. Required on revenue transactions if the Reporting Category Required Option-RV is "Y" in the Agency Table. Optional, otherwise.

Required on balance sheet transactions if the Reporting Category Option in the Balance Sheet Account Table is "Y". Record an appropriate code. The code used must be valid in the Reporting Category Master Table for the agency coded in the Agency field. If this field is coded when the line references a purchase order, the code used must be the same as the one used on the referenced line. If there was no reporting category coded on the reference line, you can add one here.

If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.

BS ACCOUNT

Usually leave blank. Code only if this line is an expense transaction (i.e., fixed assets, large inventories, or prepaid items) or a balance sheet transaction (i.e., a transfer of funds between two balance sheet accounts). In the latter case, the object code must be blank. The code used must be valid in

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	<p>the Balance Sheet Account Table. It can not be any of the default accounts in the System Special Accounts Table. (It can be the default Fund Balance account.)</p> <p>This field defaults to the balance sheet account on the Warehouse table if left blank and the PV is referencing a Purchase Order with a warehouse code.</p> <p>If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.</p>
DISC TYPE	<p>Optional. If a vendor discount policy applies to this voucher line, enter the appropriate discount type from the Discount Type Table. The cash disbursement process will determine whether the discount can actually be taken at the time the check is printed.</p>
DESCRIPTION	<p>Leave blank on balance sheet transactions and governmental refunds. This field may not be changed on modify transactions.</p>
QUANTITY	<p>Optional, for reporting purposes only. Enter notes about this line. The first 16 characters will be displayed on the check stub and on reports.</p>
AMOUNT	<p>Required for payment voucher transactions referencing Purchase Order transactions with a warehouse code. Enter the number of items paid for. Otherwise, this field is optional.</p>
	<p>Required. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount.</p>
	<p>Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.</p>
I/D	<p>Record two digits for cents. Do not code dollar signs or commas. The decimal point is optional.</p> <p>Required. Code the following:</p>

D = decrease

I = increase

When document action is "E", a blank will default to "I". "D" is valid on original entries as long as discount type is blank to record credit memos.

If you are modifying a previous PO that had a requisition reference, leave the reference off the modifying transaction. The requisition reference is not stored in the Open PO Line Table.

P/F

Optional. This column is used only when a purchase order is referenced. It indicates whether the line is closing out a purchase order line (final payment) or authorizing partial payment of a PO line amount. Code this field according to the following rules:

- PARTIAL PAYMENTS - the "P" is optional. The system will know that the payment is partial because the PV line amount is less than the PO line amount.
- FINAL PAYMENTS - the total amount expensed on a PO line does not have to equal the amount recorded on the PO; code an "F" according to the following rules:
 - if this vendor payment voucher makes the total amount expensed *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.
 - if this vendor payment voucher makes the total amount expensed *less* than the PO amount, but you want to force a close anyway (the item didn't cost as much as expected), the "F" is required.
 - if this vendor payment voucher makes the total amount expensed *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expensed can exceed the PO amount. (See discussion of purchase orders in the *ISIS/GFS User Guide, Vol. II*).

10.7 Payments to Other State Agencies Overview

Intergovernmental transactions will be used for making payments for goods and/or services provided by one state agency to another. In ISIS, there will be three types of intergovernmental purchases. The first type requires prior approval by the buyer and the seller Agency (Payment Voucher Type 2). The second type requires prior approval by the buyer and the seller Agency and involves the same fund for the buyer and the seller (Payment Voucher Type 3). The third type is when the buyer and seller do not have a pre-approved purchase agreement (J4 Journal Voucher).

A pre-approved purchase agreement can be in the form of an AGPS Purchase Order, a GFS Purchase Order, a letter of Agreement, a contract or a verbal agreement.

10.7.1 Payments to Other State Agencies Policies

The following policies apply to payments to other state agencies in ISIS:

- When a pre-approval agreement exists between both the seller agency and the buyer agency, the seller agency will process an Interagency Transfer (IAT) Payment Voucher Type 2 or 3. The seller agency enters all lines of accounting information for both the seller agency and the buyer agency, and approves the transaction for processing. An example of this would be the LEAF program. See Section 10.10.2 for use of the Recurring Intragovernmental Payment Voucher (RPV2) table.
- When there is no pre-approved purchase agreement, the seller will initiate a J4 Type Journal Voucher and approve the transaction lines for which they have access. The buyer will complete the document, approve the transaction lines for which they have access, and process the transaction.

10.7.2 Payments to Other State Agencies Procedures (PV Type 2)

When Pre-Approval Exists:

Responsibility	Action
Agency (Seller)	Processes a Payment Voucher Type 2 or 3 transaction either directly in GFS or the PV Type 2 or 3 will be created in GFS if a Purchase Order is entered in AGPS. In GFS enter all lines of accounting information for both the seller and buyer agency, approve the transaction, and process the transaction.

NOTE: The GFS Payment Voucher (PV) document is used for all payments processed directly in GFS. The "Payment Voucher Type" field is used to indicate the specific type of transaction (e.g., Type 1, 2 or 3). See the GFS Payment Voucher (PV) Procedures (Section 10.6.2) of this manual for the GFS Payment Voucher (PV) screen layout, field descriptions, and coding instructions. For detailed descriptions of the specific Payment Voucher (PV) types, see the *GFS User Guide*.

10.7.2.1 Agency-Specific Procedures for Payments to Other State Agencies (PV Type 2)

10.7.3 Payments to Other State Agencies Procedures (Interagency Journal Voucher - J4 Transactions)**When Pre-Approval Does Not Exist:**

Responsibility	Action
Seller Agency Preparer	<p>Communicates with the buyer agency before the J4 is initiated to notify the buyer agency that the J4 is being prepared. The buyer agency should be given enough lead time to warrant the appropriate cash to cover the expenditures it is being billed for.</p> <p>Initiates the J4 transaction in ISIS to record a sale of goods or services to another state agency.</p> <p>If the transaction is to be recorded against the 13th accounting period (July 1 through August 14), the seller agency enters the accounting period as "13" and the prior budget fiscal year.</p> <p>Enters the debit/credit total of the seller transaction lines. Enters the seller's revenue coding and at least one line of buyer expenditure coding.</p>
Seller Agency Approver	<p>Approves the seller transaction lines of the J4 document.</p> <p>Places the J4 document on "HOLD" waiting for buyer completion.</p>
Agency (Buyer)	<p>Reviews the Document Suspense File (SUSF) to locate J4 transactions on "Hold" with the buyer agency number as part of the document number.</p> <p>Enters the actual delivery date.</p> <p>Corrects (adds, changes, or deletes) the buyer expenditure line(s), as appropriate. If the accounting period is "13," the actual delivery date must be June 30 or prior.</p> <p>Enters the debit/credit total of the buyer transaction lines.</p>
Buyer Agency Approver	<p>Applies approval to the buyer transaction lines by entering "Y."</p>

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Processes the J4 in the system after approval has been applied.

10.7.3.1 Agency-Specific Procedures for Payments to Other State Agencies (Interagency Journal Voucher - J4 Transactions)

10.7.3.2 Interagency Journal Voucher (J4) Transaction Screen Print and Field Descriptions

The screen print of the Interagency Journal Voucher (J4) transaction is pictured below, and field descriptions follow.

Inter-Agency Journal Voucher Transaction (J4)

FUNCTION:		DOCID: J4									
STATUS:		BATID:					ORG:				
H- INTER-AGENCY JOURNAL VOUCHER INPUT FORM											
J4 DATE:		ACCT PRD:			BUDGET FY:		DELIVERY DATE:				
ACTION:		COMMENTS:									
DEBIT DOC TOTAL:						CREDIT DOC TOTAL:					
CALC DEBIT TOTAL:						CALC CREDIT TOTAL:					
AC	AGE	SUB		APPR	ACTI	OBJ/	SUB		REPT		
TP	FND	NCY	ORGN	ORG	UNIT	VITY	REV	O/R	CATG	DEBIT AMOUNT	CREDIT AMOUNT

JOB NO		DESCRIPTION				APPROVAL		USERID	APRV DATE		

01-										
02-										
03-										
04-										

Purpose

This document records inter-agency transfers with the requirement that both the seller and buyer approve inter-agency payments. This document is used when there is no pre-approved agreement. If the J4 is to be coded, the selling agency will initiate the journal voucher and approve the transaction lines it has security access to. The buying agency will then complete the document, approve the transaction lines it has access to and process the document in the system.

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To help buying agencies find the J4 documents they are responsible for approving, the transaction number for the J4 must begin with the buyer agency's three character agency code. The seller agency is responsible for assigning the correct document number (with the buyer's agency) at the time the J4 document is created.

Note All general ledger entries created by a J4 document will have a transaction code of JV.

The Interagency Journal Voucher (J4) transaction field descriptions are as follows.

COMMAND AREA	See Chapter 4, "Document Processing", in the <i>Online Features Guide</i> for an explanation of the command area fields.
DOCID	Required. Unique ID which identifies an input document and is comprised of three parts: Document Type (2 characters) should be " J4 ", Agency Code (3 characters) should be <u>seller</u> agency number, and Document Number (11 characters). The first 3 characters of the Document Number must be the <u>buyer</u> agency number.
J4 DATE	Inferred. System infers the current date for the J4 document on the Dates (DATE) table.
ACCT PRD	Optional. The accounting period associated with these transaction lines. If left blank, the transactions on this document are recorded in the accounting period inferred from the J4 date.
BUDGET FY	Optional. The budget fiscal year associated with these transaction lines. If left blank, the transactions on this document apply to the fiscal year inferred from the J4 date.
DELIVERY DATE	Required. Code the date goods were received or services rendered. Must be prior to or equal to system date. If the transaction applies to accounting period 13, this date must be 06/30 or earlier.
ACTION	Optional. Blank defaults to " E " (original entry). Use " M " (modification) to reuse a J4 number or modify an existing J4 in the same accounting period.
COMMENTS	Optional. For reporting purposes only. Enter notes about this document.

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DEBIT/CREDIT DOC TOTAL	Required. The totals of all debit and credit lines on the document.
CALC DEBIT/CREDIT TOTAL	Calculated. System-computed totals of all debit and credit lines on the document. Must match user-entered totals.
ACCOUNT TYPE	Required. Only two account types are allowed on the J4 document: "31" for revenue to the selling agency and "22" for expenditures to the buying agency.
FND	Inferred. The fund receiving the revenue or expenditure. The fund is inferred from the Continuing Organization table (ORG3) by the agency and organization.
AGENCY	Required. The agency receiving the revenue or expenditure. Must be valid on the Agency (AGCY) table.
ORGN	Required. The organization receiving the revenue or expenditure. Must be valid on the Organization (ORGN) table and must have organization type "1" for revenue lines or type "2" for expenditure lines.
SUB ORGN	Optional. If desired, code a sub-organization to further classify the record. Must be valid on the Sub-Organization (SORG) table.
APPR UNIT	Inferred. The appropriation unit receiving the revenue or expenditure. Inferred from the Continuing Organization table by the agency and organization. The appropriation unit code must be valid and active on the Appropriation Inquiry table (APPR).
ACTIVITY	Optional. The activity that classifies the revenue or expenditure. Can be inferred from the Organization. If coded, must be valid on Activity (ACTV) table.
OBJ/REV	Required. Record the seller revenue source or buyer expenditure object. Codes must be valid on the Revenue Source (RSRC) or Object (OJBT) table.
SUB O/R	Optional. Enter sub-revenue source code or sub-object code to further classify the transaction. For reporting purposes only. Optional. The reporting category that classifies the revenue or

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REPT CAT	expenditure. Default reporting category for the organization is inferred, but another code may be used. If coded, must be valid on the Reporting Category (RPTG) table. Required. Must be coded as an unsigned amount.
DEBIT AMOUNT	Required. Must be coded as an unsigned amount.
CREDIT AMOUNT	Optional. The Capital Outlay project receiving the revenue or expenditure. Must be valid on the Agency Project (AGPR) table.
JOB NO	
DESCRIPTION	Optional. The first three characters of the description field will be protected and will display the transaction code (J4). Exception: If original fund entries are required, code "AUTO TRF" followed by "JV", and then the remaining spaces used for description. The description is used for reporting purposes only, so up to 22 characters of notes about the journal voucher can be entered.
APPROVAL	Required. Records the approval by the buyer (for expenditure lines) or seller (for revenue lines). Must be "N" (No) or "Y" (Yes); cannot be spaces.
USERID	Protected. Defaults to the ID of the user approving the transaction line when the approval indicator is set to "Y".
APRV DATE	Protected. Defaults to the system date when the approval indicator is set to "Y".

10.8 Recurring Purchases Overview

The GFS Recurring Payment Voucher capability provides information the system uses to automatically create PV transactions for payments to a vendor, either a private vendor or a state agency, that receives payments on a scheduled basis. This facility is useful for accounting events such as rent payments, utility payments, revenue sharing distributions, leases, etc.

The recurring payment voucher capability of GFS automatically generates transactions on a scheduled basis using data that users have previously entered into the system. The information is entered only once, along with starting and ending dates and an indicator controlling how often the transaction should be generated.

10.8.1 Recurring Purchases Policies

The Recurring Payment transaction is useful for recurring accounting events where the user wants to eliminate the need to enter the payment vouchers each time a payment is scheduled. In ISIS, the recurring payments may be entered into AGPS or GFS. Although AGPS has the capability to process recurring payments, the nature of the type of purchases initiated through AGPS will limit the use of the recurring payment function in AGPS. The system of original entry will depend on the type of purchase.

10.8.2 Recurring Purchases Control Agency Procedures

Responsibility	Action
Agency	Enters a purchase order into either GFS or AGPS, depending on the type of purchase. For purchases to non-state vendors the Recurring Payment Voucher (REPV) table is completed referencing the purchase order number in the REFERENCE TRANSACTION field. The REPV table can also be completed without a purchase order reference. For recurring intragovernmental purchases the Intragovernmental Recurring Payment Voucher Master (RPV2) table will be used. In AGPS, the recurring payment is entered as a purchase order, coding the PERIODIC PAYMENT = Y. See <i>Section 8</i> of the <i>AGPS User Guide</i> for additional coding instructions.
Agency	In GFS access the Document Suspense File (SUSF), enter the Actual delivery date and if required the schedule payment date, approve and process the payment voucher. In AGPS, the user may approve the entire purchase order by placing a "Y" in the AUTO BATCH PAY field. To enter "Y" in this field, the user must have payment (OPAY) authorization in the AGPS BAAT table for the paying agency.

10.8.2.1 Agency-Specific Procedures for Recurring Purchases

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Purpose	The Recurring Payment Voucher (REPV) table provides information that the system uses to automatically create PV transactions on a regular basis. For example, you may enter data in this table representing rent payments (with a monthly frequency specified) so the system will create PV transactions using this data every month.
Maintenance Notes	The screen is set up to look like a PV document, with "header" and "line" information. (Physically, each "line" exists in the table as a separate entry and the "header" information is repeated on each line.) The "header" information cannot be changed after it has been added to the table. The system generates PV documents that correspond to this header/line format. Header information can be changed in the Document Suspense File before the document is accepted.

The field descriptions of the Recurring Payment Voucher (REPV) table are as follows.

PV NUMBER	Required. Enter an alphanumeric identifier for this PV document. This is a key to the Recurring PV Table and must, therefore, be unique. It will become the first 9 digits of the document number on the generated documents. The last two digits will be added when the PV is generated. They will be the month from the "to-date" parameter.
SUBMIT AGENCY	Required. Enter the code that you want to have as the agency in the document ID of the generated document. This agency must be valid for the entry start date's year.
FREQ TYPE	Required. This field describes how often the document should be generated and added to the Document Suspense File. Valid codes are: F - One-time future document. The document will be generated once, on or after the entry start date. M- Monthly. The document will be generated once a month, starting on or after the entry start date, and ending on the entry end date. B - Bimonthly. The document will be generated once every two months, between the starting and ending dates.

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	Q - Quarterly. The document will be generated once a quarter, between the starting and ending dates.
VOUCHER TYPE	Optional. This will be the voucher type on the generated PV document.
ENTRY START DATE	Required. Enter in MMDDYY format the calendar date on which documents should start being generated.
ENTRY END DATE	Required when frequency type is M, B, or Q. Must be blank when frequency type is F. Enter, in MMDDYY format, the calendar date on which documents should cease being generated.
LATEST DATE	Must be blank. The system will update this field with the last date on which a document was generated. When changing a record (ACTION = "C"), you must space out the entry (with the space bar) in this field.
SCHED PAYMT DATE	Optional. This will become the scheduled payment date on the header of the generated document. If entered, it must be valid in the Calendar Date Table and it must be equal to or later than the entry start date.
FA IND	Optional. If entered, it must be "F".
OFF LIAB ACCT	Optional. If entered, it must be a valid liability account in the Balance Sheet Account (BACC) table for the entry start year.
VENDOR	Required if the Vendor Control Option in the System Control Options (SOPT) table is "Y" for the entry start year.
CHECK CATEGORY	Optional. This field specifies under which check category the check for this voucher will be printed. Vouchers are summed by Vendor and Check Category.
SINGLE CHECK FLAG	Optional. A "Y" here will result in a single check being printed for this voucher by the check writing program. Otherwise, the voucher amount is summed together with other vouchers for the same vendor (by Check Category) to get the check amount.
EFT IND	Optional. Enter "Y" in this field to select this voucher for payment by Electronic Funds Transfer (EFT). Valid values are

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	"Y," "N," or spaces. Vendor must be EFT eligible if value is "Y."
	If the vendor is eligible for EFT (EFT STATUS on VEND is "A"), and the EFT indicator is not filled in, the EFT indicator will automatically be set to "Y" in the document header.
APPLICATION TYPE	Optional. The application type is a two character code representing the intended application, or use, of the funds being electronically transferred. All application types must be valid entries on the Electronic Funds Transfer Application Type (EFTA) table.
LI NO	Required. Enter a unique number to identify each line in the document. Two digits must be entered, (i.e., enter "01," not "1").
REF TRANSACTION CD/AGY/NUMBER/ LN	Optional. An incomplete reference may be entered, i.e., only the code, or only the code, agency, and number. The reference will have to be completed later, either in this table or in the Document Suspense File.
VENDOR INVOICE	Optional. Enter a valid vendor invoice number, if applicable.
ACCOUNTING DISTRIBUTION	All accounting distribution codes must be valid in the corresponding master tables for the entry start year.
	No budget checks are made, and no coding options are checked at this time.
FUND	Required. Fund/agency combination must be valid.
AGY	Optional. If coded, fund/agency combination must be valid.
ORG	Optional. If coded, agency/organization must be valid.
SUB ORG	Optional. If coded sub-organization must be valid within organization.
APPR UNIT	Optional. If coded, appropriation unit must be valid.
ACTIVITY	Optional. If coded, activity must be valid within agency.
OBJECT	Either object, revenue source, or balance sheet account must

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	be coded.
SUB OBJ	
REV SRC	Optional. Enter a sub-object to further classify the payment. Either object, revenue source, or balance sheet account must be coded.
SUB REV	Optional. Enter a sub-revenue source to further classify the payment.
JOB NUMBER	Optional. If coded, Job Number must be valid. A project number must also be coded if the Project Accounting system is installed.
REPT CATG	Optional. If coded, reporting category must be valid within agency on the Reporting Category (RPTG) table.
BS ACCT	Either object, revenue source, or balance sheet account must be coded.
DT	Optional. If coded, must be valid in the Discount Type (DISC) table.
LINE DESCRIPTION	Optional. If coded, must be numeric. Valid values are: 01 to 99.
LINE AMOUNT	Optional. If coded, must be numeric, with an optional decimal point. Two digits must be coded for cents. For example, \$25.00 may be coded "25.00" or "2500". If left blank, the system will supply the words "FILL-IN".
I/D	Optional. Valid values are "I" or "D", for increase or decrease.
P/F	Must be blank if all three reference transaction fields are blank. Otherwise, optional. Enter "P" or "F", for partial or final clearing against the referenced transaction.

10.10 Intragovernmental Recurring Payment Voucher (RPV2) Table Overview

The screen is set up to look like a PV Type 2 document, with "header" and "line" information. (Physically, each "line" exists in the table as a separate entry and the "header" information is repeated on each line.) The "header" information cannot be changed after it has been added to the table. The system generates PV Type 2 documents that correspond to this header/line format. Header information can be changed in the Document Suspense File (SUSF) before the document is accepted.

10.10.1 Intragovernmental Recurring Payment Voucher (RPV2) Table Screen Print and Field Descriptions

The screen print of the Intragovernmental Recurring Payment Voucher (RPV2) table is pictured below, and field descriptions follow.

Intra-Governmental Recurring PV Master Table (RPV2)

ACTION: S TABLEID: RPV2 USERID:																	
INTRA GOVT RECURRING PV TABLE																	
KEY IS PV NUMBER, LINE NUMBER																	
PV NUMBER:					SUBMIT AGENCY:					FREQ TYPE:			VOUCHER TYPE:				
ENTRY START DATE:					ENTRY END DATE:					LATEST DATE:							
FA IND:					OFF LIAB ACCT:												
SELLER: FUND:					AGENCY:					ORG:							
SUB ORG:					APPR UNIT:					ACTIVITY:							
REV SRCE:					SUB REV:					JOB NO:							
REPT CAT:					OBJECT:					SUB OBJ:							
OFF REC ACCT:					BS ACCT:												
LI	REF	TRANSACTION			COM	VENDOR			SUB	APPR	ACTI	OBJ	SUB				
NO	CD	NUMBER			LN	LN	INVOICE			FND	AGY	ORG	ORG	UNIT	VITY	ECT	OBJ

REV	SUB	JOB	REPT	BS	D	LINE					LINE						
SRC	REV	NUMBER	CATG	ACCT	T	DESCRIPTION					AMOUNT			I/D P/F			

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Purpose The Intragovernmental Recurring Payment Voucher (RPV2) table provides information that the system uses to automatically create PV transactions on a regular basis for intragovernmental payments.

Maintenance Notes The screen is set up to look like a PV document, with "header" and "line" information. (Physically, each "line" exists in the table as a separate entry and the "header" information is repeated on each line.) The "header" information cannot be changed after it has been added to the table. The system generates PV documents that correspond to this header/line format. Header information can be changed in the Document Suspense File before the document is accepted.

The field descriptions for the Intragovernmental Recurring Payment Voucher (RPV2) table are as follows.

PV NUMBER Required. Enter an alphanumeric identifier for this PV document. This is a key to the Recurring PV Table and must, therefore, be unique. It will become the first 9 digits of the document number on the generated documents. The last two digits will be added when the PV is generated. They will be the month from the "to-date" parameter.

SUBMIT AGENCY Required. Enter the code that you want to have as the agency in the document ID of the generated document. This agency must be valid for the entry start date's year.

FREQ Required. This field describes how often the document should be generated and added to the Document Suspense File. Valid codes are:

F - One-time future document. The document will be generated once, on or after the entry start date.

M- Monthly. The document will be generated once a month, starting on or after the entry start date, and ending on the entry end date.

B - Bimonthly. The document will be generated once every two months, between the starting and ending dates.

Q - Quarterly. The document will be generated

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once a quarter, between the starting and ending dates.

VOUCHER TYPE	Required. Voucher type 2 or 3.
ENTRY START DATE	Required. Enter, in MMDDYY format, the calendar date on which documents should start being generated.
ENTRY END DATE	Required when frequency type is M, B, or Q. Must be blank when frequency type is F. Enter, in MMDDYY format, the calendar date on which documents should cease being generated.
LATEST DATE	Must be blank. The system will update this field with the last date on which a document was generated. When changing a record (ACTION = "C"), you must space out the entry (with the space bar) in this field.
FA INDICATOR	Optional. Indicates whether the document concerns fixed assets. If entered, value must be "F".
OFF LIAB ACCT	Optional. If entered, it must be a valid liability account in the Balance Sheet Account (BACC) table for the entry start year.
SELLER FUND	Required for Types 2 and 3 vouchers. Enter the code of the fund that is to be credited as a result of this purchase. The code used must be valid in the Fund Master Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
SELLER AGENCY	Required for Types 2 and 3 vouchers. Enter the code of the agency that is selling the goods or services listed in this document. The code used must be valid in the Agency Master (AGCY) table and the fund/agency combination must be valid in the Fund/Agency Master (FAGY) table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
SELLER ORG	Optional. Required if the Revenue Budget Organization Option in the Fund/Agency Master Table is "Y" for the seller's fund/agency combination. If this document is an adjustment to a previously entered document, the code must be

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the same as the one on the original document.

SELLER SUB-ORG

Required on expenditure transactions if the Sub-Organization Required Option-SP in the Organization Table is "Y", "1", "2" or "3"; or on revenue transactions if the Sub-Organization Required Option-RV in the Organization Table is "Y"; otherwise, optional. Enter the code of the sub-organization selling the items listed in this document. The code used must be valid in the Sub-Organization Master (SORG) table. You must code organization before you can code sub-organization. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.

SELLER APPR UNIT

Optional. The code of the appropriation unit that is to be credited as a result of this purchase. The code used must be valid in the Appropriation Inquiry Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.

SELLER ACTIVITY

Optional. Required if the Revenue Budget Activity Option in the Fund/Agency Master Table is "Y" or "A" for the seller's fund/agency combination. However, the code can be inferred from the Organization Master Table, if included there. Codes on input forms override codes in the Organization Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.

SELLER REV SRCE

Required for Types 2 and 3 vouchers. Enter the code that represents an intragovernmental sale in the Revenue Source Master (RSRC) table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.

SELLER SUB-REV

Required if the Sub-Revenue Source Option in the Revenue Source Master Table is "Y". Optional, otherwise. Enter the sub-revenue source code that best describes this sale.

If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.

Optional. Code a valid project/sub-project/phase combination

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SELLER JOB NO	if applicable. The project number coded must be valid with the seller agency entered.
SELLER REPT CAT	Required on expenditure transactions if the Reporting Category Required Option-SP is "1", "2" or "3" on the Agency Table. Required on revenue transactions if the Reporting Category Required Option-RV is "Y" in the Agency Table. Optional, otherwise. Enter the reporting category code of the seller. The code used must be valid in the Reporting Category Master Table for the seller's agency. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
SELLER OBJECT	This field, if filled in, must be a valid object in the Object Master Table. Only required for type 4 vouchers.
SELLER SUB-OBJ	Optional. Fill in only if object is coded and further description is required.
SELLER OFF REC ACCT	Must be blank on vouchers for outside vendors and on Type 3 vouchers. On Type 2 vouchers, this is the cash account that will be used on the offset entry for the seller. If left blank, the default account used depends on the value of the IG Cash Voucher Option in the System Control Options Table. If that option is "Y", the balance sheet account inferred from the seller's fund and bank account code is used. If the option is "N", the Due From account from the System Special Accounts Table is used. Code an account only if you want to override the default account. The code used must be valid in the Balance Sheet Account Master (BACC) table. The Balance Sheet account entered cannot be a cash account.
SELLER BS ACCT	Required. Enter a unique number to identify each line in the document. Two digits must be entered, (i.e., enter "01", not "1").
LI NO	Optional. An incomplete reference may be entered, (i.e., only the code, or only the code and number). The reference will have to be completed later, either in this table or in the

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	Document Suspense File.
REF CD/ TRANSACTION NUMBER LN COM LN	
VENDOR INVOICE	Optional.
ACCOUNTING DISTRIBUTION:	All accounting distribution codes must be valid in the corresponding master tables for the entry start year. No budget checks are made, and no coding options are checked at this time.
FND	Required. Enter the applicable fund code.
AGCY	Optional. If coded, fund/agency combination must be valid.
ORG	Optional. If coded, agency/organization must be valid.
SUB-ORG	Optional. If coded, must be valid within organization.
APPR UNIT	Optional. If coded, appropriation unit must be valid.
ACTIVITY	Optional. If coded, activity must be valid.
OBJECT	Optional. Either object, revenue source, or Balance Sheet account must be coded. If coded, object must be valid on the Object Master (OBJT) table.
SUB-OBJ	Optional. Enter a sub-object to further classify the payment. Either object, revenue source, or Balance Sheet account must be coded.
REV SRC	Optional. Enter a sub-revenue source to further classify the payment.
SUB-REV	Optional. Enter a valid project/sub-project/phase code if one applies.
JOB NUMBER	Optional. If coded, must be valid within agency.
REPT CATG	Either object, revenue source, or BS account must be coded.

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BS ACCT	Optional. If coded, must be valid in the Discount Type (DISC) table.
DT	Optional.
LINE DESCRIPTION	Optional. If coded, must be numeric, with an optional decimal point. Two digits must be coded for cents. For example, \$25.00 may be coded "25.00" or "2500".
LINE AMOUNT	If left blank, the system will supply the words "FILL-IN".
I/D	Optional. Valid values are "I" or "D", for increase or decrease.
P/F	Must be blank if all three reference transaction fields are blank. Otherwise, optional. Enter "P" or "F", for partial or final clearing against the referenced transaction.

10.11 Payment Voucher Credit Memo Overview

This section describes the method for entering vendor credit memos.

Credit memos represent money owed to the agency by the vendor due to overpayment or returned goods. They are entered in ISIS as original entry decrease Payment Vouchers, and are stored in the Open Payment Voucher Header and Line tables as negative amounts. Credit memos will be applied against a vendor on an agency-specific basis. Both Payment Voucher pre-selection and the cash disbursement activities consider credit memos before calculating the check amount to a vendor.

Two situations can exist when a credit is involved:

1. One situation is when the credit memo is less than the liability to the vendor. In this situation, the agency's portion of the check is written for the outstanding balance over the credit memo amount. All liability records considered and the credit record are reflected on the check stub. Also, all liability records and the credit record are closed on the Open Payment Voucher Line (OPVL) table. The corresponding entry is assigned a closing date in the Open Payment Voucher Header (OPVH) table.
2. The second situation is when the credit memo equals or exceeds the liability to the vendor. When this occurs, no check is written, and a payment voucher decrease will be entered. The records will remain open on the Open Payment Voucher Header and Line tables until the liabilities become greater than the credit or the agency requests reimbursement from the vendor.

10.11.1 Payment Voucher Credit Memo Policies

The following policies apply to establishing and processing Payment Voucher Credit Memos in ISIS.

- Payment Vouchers should be used to record credit against future purchases given to the government because of overpayment or returned goods.
- Credit memos will be recorded with a decrease line amount on an original entry Vendor Payment Voucher (PV).
- If the agency requests cash, in lieu of credit, the agency will classify the deposit on a CR (cash receipt) document with a credit to return of appropriation

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(expenditure). If a credit memo had been entered, the vendor record on the Open Payment Voucher Header and Line tables will have to be modified by increasing the credit memo PV entry.

- If cash is received after the end of the fiscal year, the money will either be deposited as "Income Not Available" (INA) or recorded as a reduction of expenditures if money represents qualified federal funds.

10.11.2 Agency-Specific Procedures for Payment Voucher Credit Memo

10.12 Emergency Purchases Overview

The following section defines the policies and operational procedures that allow the Office of State Purchasing to issue approvals to agencies to meet the needs of emergency procedures.

An emergency condition is a situation which creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or such other reason as may be determined by the Commissioner of Administration or his designee. The existence of such condition creates an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods.

10.12.1 Emergency Purchases Policies

The following policies apply to emergency purchases in ISIS:

- Emergency procurement shall be limited to only those supplies, services, or construction items necessary to meet the emergency.
- If a vendor has not been immediately identified, the purchasing agent will work with the agency to help identify potential sources of supply that can be solicited in time to meet the emergency. Given this constraint, such competition as is practical shall be obtained.
- The Office of State Purchasing will approve the emergency purchase requests and issue a Purchase Order (PO).

10.12.2 Emergency Purchases Procedures

Responsibility	Action
Agency	Telephones the Office of State Purchasing with its request for an emergency purchase.
Purchasing Agent	Reviews facts of the request, and may issue verbal approval to the agency to authorize the vendor to supply the requested goods and/or services. NOTE: If a vendor hasn't been identified, the purchasing agent will work with the agency to help identify potential sources of supply that can be solicited in time to meet the emergency. The purchasing agent and agency shall solicit a vendor that offers the most competitive price and/or service, within the limits of the time constraints.
Agency	Follows up the verbal approval with a Requisition transaction (RX) with the order type "Emergency" designated, and enters all pertinent facts into the Requisition text.
Office of State Purchasing	Approves the requisition for the purchase and issues a Purchase Order (PO).

10.12.2.1 Agency-Specific Procedures for Emergency Purchases

10.13 Travel Reimbursements Overview

Travel reimbursements will be made in accordance with the policies in PPM49 (as amended). Payments to state employees for travel reimbursement are made from imprest accounts which are subsequently reimbursed through ISIS. State employees should not be established as vendors in ISIS.

10.13.1 Agency-Specific Procedures for Travel Reimbursements

10.14 Imprest and Petty Cash Funds

10.14.1 Imprest Fund System Overview

Section 39:242 of the Louisiana Revised Statutes provides authority to the Commissioner of Administration to grant authority to budget units to establish an imprest fund drawn upon working capital appropriations issued to the State Treasurer for the purpose of making disbursements requiring prompt cash outlay.

The purpose of the imprest fund account is to facilitate the following transactions:

- Employee travel reimbursements
- Travel advances
- Where there is a requirement that the payment accompany the order such as the United States Government Printing Office orders, and certain orders for periodical subscriptions, registration fees, membership dues, and educational materials fees.
- One-time payments to vendors, where establishing vendor code is not practical.

10.14.1.1 Imprest Fund Account Policies

The following policies apply to the administration and maintenance of imprest fund accounts.

- The imprest fund account will be administered by one person who will act as the custodian. The custodian may be a bonded employee and will be responsible at all times for the balance of the imprest fund account.
- The imprest fund account will consist of cash in the imprest bank account and/or approved vouchers for disbursement made and pending reimbursements from the appropriated accounts.
- Disbursements from the imprest fund account can only be made if the proper reimbursing state appropriation line item has an adequate, unexpended balance to support the disbursement.
- The reimbursement of the imprest fund account shall be made to the custodian of the imprest fund.
- A monthly reconciliation of the imprest fund account shall be prepared by the agency within 15 days following receipt of the bank statement.

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- Imprest funds advanced from any fund shall be carried in the books of the State as an asset of the fund.
- A reconciliation of the imprest fund account should be performed by the agency each time there is a permanent change of custodian.
- Upon determination that the need for the imprest fund no longer exists, such funds shall be remitted back to the State Treasurer's Office in the full amount advanced within **30** (thirty) days.

10.14.1.2 Imprest Fund Account Procedures

Responsibility	Action
Imprest Fund Custodian	<p>Replenishes the imprest fund account as often as necessary from the agency's established operating appropriation.</p> <p>Prepares a schedule of imprest fund disbursements accompanied by appropriate vouchers and statements of indebtedness to justify the replenishments. The reimbursement(s) shall be made to the custodian of the imprest fund account.</p> <p>If the need for the imprest fund account no longer exists, submits request to dissolve the imprest fund account to the Commissioner of Administration.</p>
Commissioner of Administration	<p>Approves request to dissolve the imprest fund account and remits funds back to the State Treasurer's Office in the full amount advanced within 30 days.</p>

10.14.1.3 Agency-Specific Procedures for the Imprest Fund Account

10.14.2 Petty Cash Funds Overview

Any state agency may establish and maintain petty cash funds for the purpose of making change, purchasing items of small cost, payment of postage due, and for other nominal expenditures of a non-recurring nature which cannot be administered economically and efficiently through customary purchasing practices.

Petty cash funds may be established and maintained from monies which are appropriated to the agency for imprest funds. Before the establishment of the fund, the agency shall seek approval from the Commissioner of Administration.

10.14.2.1 Petty Cash Fund Policies

The following policies apply to the establishment and maintenance of petty cash funds:

- Before an agency establishes a petty cash fund, the agency must obtain approval from the Commissioner of Administration.
- Sufficient controls over administration of the fund should be established for the fund.
- A petty cash custodian should be established and must be a bonded employee separate from the custodian of the imprest fund.
- The petty cash custodian is held responsible for the safeguarding of the petty cash fund and must adhere to these policies at all times. The petty cash custodian is released from these policies only when the funds are stolen due to criminal action or lost as the result of any other natural disaster (e.g., fire, etc.).
- The petty cash fund must be kept intact and not commingled with any other funds (e.g., the agency's cash receipts for the day). The cash on hand plus vendor's invoices and/or petty cash vouchers plus reimbursements in transit must equal the amount of the established fund at all times.
- The agency's internal audit group will, on a regular basis, audit the petty cash fund. The fund is subject to audit at any time by the State's Legislative Auditor.
- Personal checks/employee advances (or any checks) are not to be cashed from the petty cash fund. (This also applies to authorized change funds.)
- A vendor's invoice or statement should be secured for each expenditure showing

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date, amount, and description of purchase. If the vendor does not provide an invoice statement, an agency-produced "petty cash voucher" should be completed by the agency petty cash custodian.

If there is a permanent change made in the custodianship of the petty cash fund, both the former and successor custodian (where possible) should complete a single "Change of Custodianship" FORM _____ showing the status of the fund at the date of change in custodianship.

10.14.2.2 Petty Cash Fund Procedures

Procedures to Increase or for Dissolution of the Petty Cash Fund:

Responsibility	Action
Agency	Submits letter to the Commissioner of Administration requesting an increase of the petty cash fund, with sufficient justification. Or, to request dissolution of the petty cash fund, submits letter explaining the reason for the dissolution.
Commissioner of Administration	Approves or disapproves request to increase or dissolve the petty cash fund. Informs agency of decision.

NOTE: If the request is for a dissolution of the petty cash fund, the petty cash fund will then be turned in to the imprest fund custodian in the amount of cash which was used to set up the fund. If the request is approved for an increase of the petty cash fund, additional cash should be authorized to be drawn from the imprest fund account.

Procedures if Petty Cash Fund is Lost or Stolen:

Responsibility	Action
Agency	If the petty cash fund is stolen, agency petty cash custodian must notify the local police department and file an official police report. The petty cash custodian must retain a copy of the report.
Agency	If petty cash fund is lost due to a fire outbreak, the petty cash custodian must report the fire to the local Fire Marshall's office and file a "property loss" report. The petty cash custodian must retain a copy of the report.
Petty Cash	

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Custodian Initiates and generates a "Petty Cash Voucher" FORM _____ to verify cash funds were stolen or lost. This form must be approved and verified by an agency head.

 Submits the "Petty Cash Voucher" FORM _____ and the official police report or Fire Marshall's report through regular reimbursement procedures.

10.14.2.3 Agency-Specific Procedures for the Petty Cash Fund

10.14.3 Petty Cash Reimbursement Overview

Agencies utilizing ISIS for disbursements will reimburse petty cash from the agency imprest account. The imprest account will be reimbursed through ISIS.

10.14.3.1 Petty Cash Reimbursement Policies

The following policies apply to petty cash reimbursement in ISIS.

- Agencies must obtain sufficient documentation to support reimbursement of imprest accounts.
- Agencies utilizing ISIS for disbursements will reimburse petty cash from the agency imprest fund account.
- The imprest fund account will be reimbursed through ISIS.
- Payments for individual orders for goods or services amounting to more than **\$50.00** are not to be made from the petty cash fund.
- Someone other than the custodian should examine the petty cash vouchers and approve reimbursement to the petty cash fund. Only those payments that are related to the operation of the agency are to be made from the petty cash fund. Any non-valid disbursements will become the personal responsibility of the custodian authorizing the erroneous payment.
- Reimbursement vouchers for the petty cash fund should be made when 50 percent of the fund has been expended, or a sufficient number of payment entries

are available to fill a complete reimbursement voucher, or a large number of invoices are available on hand. This will help minimize continuous depletion of the fund.

10.14.3.2 Agency-Specific Procedures for Petty Cash Reimbursement

10.15 Manual Warrants Overview

This section defines the policies for using Manual Checks. **NOTE:** This option is available only in unusual and urgent situations. Routine payment methods must be used whenever possible.

A manual warrant (MW) records in the system checks that have been written manually. A Manual Warrant Input Document (MW) must be completed to request a manual check. A Manual Warrant can produce a physical check or one that produces a "no check." The "no check" does not produce a physical check, but records expenditures or revenues and are used with zero bank accounts.

The manual warrant that generates "no check" and records expenditures must be approved by the State Treasurer's Office (STO) and OSRAP. The "no check" that records revenues must be approved by the STO. The manual warrant that produces a physical check must be approved by the STO.

One manual warrant document represents a single check. The manual warrant must be preceded by purchase orders, payment vouchers, or other appropriate supporting documentation (including any source documentation that did not flow through accounts payable). If, after a vendor payment voucher is recorded, the items recorded on it become urgent and a check must be written immediately, a manual check can be produced by the State Treasurer. The manual warrant, in effect, closes the vendor payment voucher, halting the check writing procedures for that vendor payment voucher. The vendor payment voucher must be referenced on the manual warrant for this to happen. (**NOTE:** If the manual check is written for a partial amount, then the cash disbursement process will proceed using the remaining outstanding balance.) The appropriate purchase order, or payment voucher must be referenced on the manual warrant, so the appropriate lines can be updated on the open item master tables. Amounts on manual warrants can be different from the amounts on referenced purchase orders, or payment voucher lines.

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Exceptions to the above policy will be handled on a case-by-case basis. Most actions that can be performed on payment vouchers can also be done on manual warrants. The difference is that payment vouchers post to liability accounts, whereas manual warrants post directly to cash.

10.15.1 Manual Warrant Policies

The following policies apply to manual Warrants in ISIS:

- Agencies will submit a Manual Warrant Input Form (MW) to the State Treasurer's Office to request a manual check.
- The State Treasurer will have final approval on all requests for manual checks. If approved, the State Treasurer's Office will produce a screen print of the Manual Warrant (MW) document to verify accounting entries, and will hand-type the check and prepare it for agency pick-up.

10.15.2 Manual Warrants Control Agency Procedures

The following procedures are used to prepare and process manual warrants in ISIS. This option is available only in unusual or urgent situations. Routine payment methods must be used whenever possible. A Manual Warrant Input Form (MW) must be completed to request payment for obligations when a check is needed immediately. The State Treasurer will have final approval on all requests for manual checks.

Responsibility

Action

Agency

Prepares a Manual Warrant Input Request Form to request payment for obligations when a check is needed immediately.

Sends the Manual Warrant Input Request Form to the Office of Statewide Reporting and Accounting Policy for approval.

Responsibility Action

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State Treasurer Enters the Manual Warrant (MW) document in ISIS.

OSRAP Reviews and approves the Manual Warrant (MW) documents. Forwards approved Manual Warrant (MW) to State Treasurer's Office.

State Treasurer Assigns final approvals to Manual Warrant (MW) document and processes the MW in ISIS.

Notifies the Investment Section for the purpose of monitoring investments.

Prepares a manual check and notifies the agency when the check is ready for pick-up/mail out.

Files all information in appropriate files.

10.15.2.1 Agency-Specific Procedures for Manual Warrants

10.16 Voucher Scheduling Overview

Voucher scheduling is used to schedule payments so the State's cash flow can be optimized.

A scheduled payment date is stored in the Open Payment Voucher Header (OPVH) table for every payment voucher when it is accepted. This date is either coded on the payment voucher document by the user, calculated from the voucher date and discount type, or inferred from one of two master tables, as follows:

- If a date is coded on the input document, that date is stored as the "scheduled payment date."
- If a discount type is coded on the input document, the voucher date and discount type may be used by the system to calculate a scheduled payment date and that date is stored as the "scheduled payment date." This date is the last possible day on which the voucher can be paid, and all the discounts still taken. The Payment Voucher will sit in Document Suspense (SUSF) until the scheduled payment date

is reached to optimize the State's cash flow.

- The System Control Options (SOPT) table contains a default scheduled payment lag, to be used for any payment voucher, for any vendor, when no other date is specified, as noted above. The payment lag is the number of days from the voucher date on which payment should be made. The system calculates the scheduled payment date using this payment lag feature.

10.16.1 Voucher Scheduling Policies

The following policies apply to voucher scheduling in ISIS.

- In order to maximize interest earnings and facilitate cash flow, all payment vouchers will be coded to establish a scheduled payment date that is the last possible day on which the voucher can be paid and received by the vendor, and all discounts be taken.
- Payments will not be made for purchases on the same day the document is processed. This will be accomplished by producing checks for payables that have a due date through the previous day.
- Any payments that require immediate payment will be handled on a Manual Warrant (MW) document (see Section 10.4.2.1 for information on Manual Warrants).

10.16.2 Voucher Scheduling (SCHD) Table Overview

The Voucher Scheduling (SCHD) table is used in the automated check-writing process. It allows OSRAP to change the scheduled payment date of vouchers in the Open Payment Voucher Header (OPVH) table. It also permits OSRAP to put a "HOLD" status on vouchers, to prevent them from being paid regardless of what their scheduled payment voucher date is. The table is also used to remove the "HOLD" status from a voucher. Also, it can be used to attach, remove, or change a check category to a voucher and to flag (or remove a flag from) a voucher to have a single check printed for it.

When this table is accessed, the user is actually accessing a portion of the Open Payment Voucher Header (OPVH) table. Changes made on this screen are actually changes to the OPVH table. All maintenance actions using this screen will be "changes." Use a "G" (GET) action to access the correct voucher, and then use a "C" (CHANGE) action to make the desired changes. The Voucher Scheduling (SCHD) table

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is available for use by OSRAP only for changes and updates. However, it will be available to agencies for inquiry purposes only.

10.16.2.1 Voucher Scheduling (SCHD) Table Policies

The following policies apply to the maintenance of the Voucher Scheduling (SCHD) table in ISIS:

- OSRAP is responsible for changes to the Voucher Scheduling (SCHD) table in ISIS.
- The Voucher Scheduling (SCHD) table applies to an entire document. Individual lines in a payment voucher document cannot be put on "HOLD," or reschedule individual lines for payment through the Voucher Scheduling (SCHD) table. Partial payments can be made with manually written checks, and then recorded in the system on a Manual Warrant (MW) document.

10.16.2.2 Voucher Scheduling (SCHD) Table Procedures

Responsibility	Action
Agency	Reviews the "Scheduled Payment Turnaround Report (1G06) and the Unscheduled Payment Turnaround Report (1G07) on a daily basis and notifies OSRAP if changes are required to any of the Open Payment Vouchers scheduled to be paid for the previous day. For example, payment vouchers that should be put on "HOLD" or payment vouchers scheduled for the future that should be paid on an earlier date, etc.
OSRAP	Reviews the 1G06 and 1G07 reports, the Cash Available (CASH) table and determines whether the requested changes should be made. Updates the Voucher Scheduling (SCHD) table with the requested changes.

10.16.2.3 Agency-Specific Procedures for the Voucher Scheduling (SCHD) Table

10.16.2.4 Voucher Scheduling (SCHD) Table Screen Print and Field Descriptions

The screen print of the Voucher Scheduling (SCHD) table is pictured below, and field descriptions follow.

Voucher Scheduling Table (SCHD)

ACTION: . TABLEID: SCHD USERID:							
VOUCHER SCHED TABLE							
KEY IS VENDOR CODE, VOUCHER AGENCY, VOUCHER NUMBER							
VENDOR CODE	VOUCHER AGY/NUM	SCHEDULED PAYMENT DATE	HOLD IND	EFT IND	CHECK CATEGORY	SINGLE CHECK FLAG	
01-	
02-	
03-	
04-	

Purpose

The Voucher Scheduling (SCHD) table is used in the automated check writing process. It allows users to change the scheduled payment date of vouchers in the Open Payment Voucher Header (OPVH) table. It also permits users to put a hold on vouchers, to prevent them from being paid regardless of their scheduled payment date. The table is also used to remove the hold status from a voucher. It can be used to attach, remove, or change a check category for a voucher, and to flag (or remove a flag from) a voucher to have a single check printed.

Maintenance Notes

When you access this table screen, you are actually accessing a portion of the Open PV Header Table. All maintenance actions using this screen will be *changes* (ACTION = "C"). Changes made on this screen directly update the Open PV Header Table. Use a GET (ACTION = "G") action to access the correct voucher, and then use a CHANGE action to make your changes.

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The field descriptions of the Voucher Scheduling (SCHD) table are as follows.

VENDOR CODE	Required. Enter the vendor code associated with the voucher that you want to change.
VOUCHER AGY/NUM	Required. Enter the voucher number that you want to change.
SCHEDULED PAYMENT DATE	Optional. If you want to change the voucher scheduled payment date that is recorded in the Open Payment Voucher Header Table, enter the new date here. Use YYMMDD format.
HOLD IND	Optional. If you want to prevent the voucher from being paid through the automated check-writing facility, enter "H" here. To reschedule the voucher for payment, call up the appropriate voucher and delete the "H" in the Hold Indicator field. Check the scheduled date.
EFT IND	Optional. When you want to change a voucher from EFT processing to cash disbursements processing, type "N" in this field. Can only change from "Y" to "N." When you change this value to "N," the Application Type of the payment voucher will be erased on OPVH.
CHECK CATEGORY	Optional. If you want to add, change or delete a check category for a voucher, enter the new category for an add or change, or spaces to delete.
SINGLE CHECK FLAG	If you want to change the status of the single check flag enter the new flag here (either "Y" or "N").

10.16.3 Open Payment Voucher Header (OPVH) Table Overview

The Open Payment Voucher Header (OPVH) table contains summary information about all outstanding and some recently closed payment voucher documents. Most of the information comes from the header part of the payment voucher form. In

addition, the total amount closed and the total outstanding amount are displayed.

The table is organized by vendor code. Thus, all payment vouchers for a particular vendor can be accessed sequentially from the table.

Lines are added to this table when new payment voucher documents are accepted by GFS, and lines are changed when modifications are accepted on these documents. The closed amount and other fields are updated when cash disbursements or manual warrants are processed against the PV. Lines are "closed" in the table when all lines belonging to the payment voucher are closed in the Open PV Line Table. Lines are deleted from the table according to a schedule determined by OSRAP. These deletions are done by the table purge process.

Some fields in this table may be updated by authorized users through the Voucher Scheduling (SCHD) table. That table is also described in this chapter.

10.16.3.1 Open Payment Voucher Header (OPVH) Table Screen Print and Field Descriptions

The screen print of the Open Payment Voucher Header (OPVH) table is pictured below and field descriptions follow.

Open Payment Voucher Header Table (OPVH)

```
ACTION: . TABLEID: OPVH USERID: .....  
OPEN PV HEADER TABLE  
KEY IS VENDOR CODE, VOUCHER AGENCY, VOUCHER NUMBER  
01-  
VENDOR CD: ..... VOUCHER AGENCY: ... VOUCHER NO: .....  
NAME: .....  
ADDRESS: .....  
:  
:  
BUDGET FY: .. VOUCHER TYPE: . OFF LIAB ACCT: ....  
VOUCHER AMT: ..... DATE: .....  
CLOSED VOUCHER AMT: ..... DATE: .....  
SCHED PYMT DATE: ..... HOLD IND: .  
CHECK CATEGORY: .. OUTSTANDING AMT: .....  
SINGLE CHECK FLAG: . DISCOUNT AMT: .....  
EFT IND: . LIEN / LEVY: .  
APPLICATION TYPE: . REMIT TO VENDOR: .....  
ACTUAL DELIVERY DATE: ..... REMIT TO AMOUNT: .....  
REMIT TO VOUCHER: .....  
AGPS CREATED: .  
WITHHELD AMT: .....
```

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The field descriptions of the Open Payment Voucher Header (OPVH) table are as follows.

VENDOR CD	Key field. The vendor code used on the payment voucher document. If vendor code was blank, the value "NONE" was assigned by the document processor.
VOUCHER AGENCY	Key field. The submitting agency from the payment voucher document ID.
VOUCHER NO	Key field. The voucher transaction number (key).
NAME/ADDRESS	The vendor name and address inferred from the Vendor (VEND) table if a vendor code was used, or as coded on the input form if a vendor code was not used or if the vendor code is a miscellaneous vendor code.
BUDGET FY	The budget fiscal year for the document. This is the year in which the document amount was obligated.
VOUCHER TYPE	The voucher type as entered on the input transaction. This is a user-defined field, with values defined at each installation. Types "2" and "3" are reserved for intragovernmental transactions and are not recorded in this table.
OFF LIAB ACCT	The liability balance sheet account used on the offsetting entry for this PV document. This is the account coded on the PV input form or, if that was blank, the system-wide vouchers payable account in the System Special Accounts (SPEC) table.
VOUCHER AMT	The total amount of this payment voucher document. It reflects all adjustments made to the original amount.
DATE	The transaction date from the input form.
CLOSED VOUCHER AMT	The total amount cleared so far on this payment voucher document (i.e., the total of all PV Line closed amounts for this PV from the Open Payment Voucher Line (OPVL) table).
DATE	The date on which the PV closed amount equaled the PV amount.
SCHED PYMT DATE	Initially, this date is the date from the PV document. It may be changed by authorized users through the Voucher Scheduling (SCHD) table. The date on the PV document is

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determined as follows:

1. If a scheduled payment date was coded on the PV input form, that date is used.
2. If a date was not coded on the input form, the system computes the date from the vendor payment day in the Vendor Table.
3. Otherwise, the system computes the date from the system payment lag in the System Control Options Table.

HOLD IND	Indicates whether the voucher will be selected for payment through the cash disbursement process. Valid values are: Blank or "H". "H" means that this voucher will not be selected for payment through the cash disbursement process, regardless of its scheduled payment date. Vouchers are placed on hold and taken off of hold through the Voucher Scheduling Table.
CHECK CATEGORY	The check category associated with this voucher. This voucher will be summed with all vouchers within this category for the same vendor (excluding category "AA", which always produces single checks). It can be changed through the Voucher Scheduling Table.
OUTSTANDING AMT	The amount of the PV that has not been cleared by cash disbursements or manual warrant (MW) documents. This is the PV amount minus the PV closed amount.
SINGLE CHECK FLAG	If set to "Y", a single check will be written for this voucher. It can be changed through the Voucher Scheduling Table.
DISCOUNT AMT	The total discount amount for this voucher as calculated by the automated disbursement process.
EFT IND	The Electronic Funds Transfer (EFT) indicator is set to "Y" if the current payment voucher is to be paid by EFT. It can be changed to "N" through the Voucher Scheduling (SCHD) table.
LIEN/LEVY	Indicates if a Lien or Levy was imposed. Set to "L" by the ADLL processor if a lienholder should be paid a portion of the

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	<p>voucher. After the lienholder has been paid, field is set back to " " (blank). Will be set to "P" by the CX processor if the check is cancelled after a lien/levy was processed. This CX will not effect the payment that was made to the lienholder.</p>
APPLICATION TYPE	<p>Filled in if the EFT indicator on the current payment voucher is set to "Y." The application type is a two character code representing the intended application, or use, of the funds being electronically transferred. Application Types must be valid on the Electronic Funds Transfer Type table (EFTA). If the EFT indicator is blank, then the application type is also blank. If the EFT indicator is changed to "N" through the Voucher Scheduling (SCHD) table, the application type is blanked.</p>
REMIT TO VENDOR	<p>Vendor number of the lienholder to whom payments were made.</p>
ACTUAL DELIVERY DATE	<p>The date the goods or services were received - Updated from all PV, QV, and P1 documents.</p>
REMIT TO AMOUNT	<p>The total dollar amount paid to the lienholder. Computed as: the sum of the Lien/Levy amounts from all lines on the Payment Voucher.</p>
REMIT TO VOUCHER	<p>The transaction number of the Payment Voucher created for the lienholder.</p>
AGPS CREATED	<p>The field determines which system generated the purchase order. If the field is blank the purchase order was generated in GFS. If the field is equal to "K", the purchase order originated in the Contract Financial Management System (CFMS). If the field is equal to "P", the purchase order originated in the Advanced Governmental Purchasing System (AGPS).</p>
WITHHELD AMT	<p>The total dollar amount withheld from this payment voucher for backup withholding.</p>

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10.16.4 Open Payment Voucher Line (OPVL) Table Overview

The Open Payment Voucher Line (OPVL) table contains detail information about all outstanding, and some recently closed payment voucher lines. Most of the information comes from the line level of the Payment Voucher Input form. In addition, the Payment Voucher (PV) closed amount and disbursed amount are included for each line.

This table is organized by vendor code, so that all payment vouchers for a particular vendor can be accessed sequentially from the table.

Lines are added to this table when new payment voucher lines are accepted by the system, and lines are updated when modifications are accepted on payment voucher lines. Several fields are updated when manual warrants are accepted against them, or they are updated by the automated cash disbursement process. Lines are "closed" when the total of all referencing manual warrants and all cash disbursements equals the payment voucher line amount. When the clearing process deletes a line in the Open Payment Voucher Header (OPVH) table, it also deletes all corresponding detail lines from this table.

10.16.4.1 Open Payment Voucher Line (OPVL) Table Screen Print and Field Descriptions

The screen print of the Open Payment Voucher Line (OPVL) table is pictured below, and field descriptions follow.

Open Payment Voucher Line Table (OPVL)

```
ACTION: . TABLEID: OPVL USERID: .....  
OPEN PV LINE TABLE  
KEY IS VENDOR CODE, VOUCHER AGENCY, VOUCHER NUMBER, VENDOR INVOICE, LINE NO  
  
VEND: ..... VCHR AGENCY: ... VCHR NO: ..... VEND INV: .....  
  LINE NO: .. DESCRIPTION: .....  
  FUND: ... JOB NUMBER: .....  
  AGENCY: ... PROJECT: ..... FED AID NUMBER: .....  
  ORG: ... BS ACCOUNT: ... PV LINE DISC AMT: .....  
  SUB-ORG: .. OBJECT: ... PV LINE AMOUNT: .....  
  APPR UNIT: ... SUB-OBJ: .. CLOSED AMT: .....  
  ACTIVITY: ... REPT CATG: ... DISB AMT: .....  
  REV SRCE: ... SUB-REV SRCE: .. WITHHELD LINE AMT: .....  
  LAST CHECK/MW: ..... LIEN LEVY AMT: .....  
  LAST CHECK/MW DATE: ..... DISCOUNT TYPE: .  
  
***** REFERENCE DOCUMENT *****  
TRANS CODE: .. AGENCY: ... NUMBER: ..... LINE: .. DATE: .. . .
```

The field descriptions of the Open Payment Voucher Line (OPVL) table are as follows.

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VEND	Key field. The vendor code used on the payment voucher document. If vendor code was blank, the value "NONE" was assigned by the document processor.
VCHR AGENCY	Key field. The submitting agency from the payment voucher document ID.
VCHR NO	Key field. The voucher transaction number from the input form.
VEND INV	Key field. The vendor's invoice number from the input form.
LINE NO	Key field. The line number from the GFS payment voucher document.
DESCRIPTION	The line description from the payment voucher input form.
FUND JOB NUMBER AGENCY PROJECT ORG BS ACCOUNT SUB-ORG OBJECT APPR UNIT SUB-OBJ ACTIVITY REPT CATG REV SRCE SUB-REV SRCE	The accounting distribution from the payment voucher input form.
FED AID NUMBER	The Taxpayer Identification Number (FEIN/SSAN) of the vendor who received the payments from the payment voucher input form.
PV LINE DISC AMT	The total discount amount for this payment voucher line as calculated by the automated disbursement process.
PV LINE AMOUNT	The payment voucher line amount; it reflects all adjustment actions made on the original amount.

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CLOSED AMOUNT	The total amount cleared so far on this payment voucher line.
DISB AMT	The amount paid so far on this payment voucher line. This is the total of all manual warrant and cash disbursement transactions against this line.
WITHHELD LINE AMT	The portion of the disbursement that was deducted for backup withholding.
LAST CHECK/MW	The transaction number of the last automated check that paid for this line or the last manual warrant that referenced this line.
LIEN LEVY AMT	The total dollar amount paid to the lienholder (if a Lien or Levy applied to the PV line).
LAST CHECK/MW DATE	The check date of the disbursement or the transaction date of the manual warrant referenced in the LAST CHECK/MW field.
DISCOUNT TYPE	The discount type code entered on the input form. Discount type codes are defined in the Discount Type (DISC) table.
REFERENCE DOCUMENT:	NOTE: The following fields are updated through the Extended Purchasing Subsystem (EPS).
TRANS CODE	The two-character transaction code of the document referenced with this line.
AGENCY	The submitting agency of the referenced document.
NUMBER	The transaction number of the referenced document.
LINE	The account line of the referenced document.
DATE	The entry date of the referenced document.

10.17 Electronic Funds Transfer (EFT) Overview

EFT has become an efficient way of making certain types of large dollar disbursements. The EFT process allows agencies to control the timing of large dollar payments by specifying in advance exactly when the money is to be transferred. The process helps the State Treasurer better manage the State's cash by giving advance notice of pending payments so that adjustments to investments can be made to ensure that adequate cash is available. The EFT process also meets the requirements of some federal agencies who require EFT.

A payment voucher may be marked for electronic funds payment by placing a "Y" in the "EFT IND" field and using a valid code in the "APPLICATION TYPE" field. The vendor used on the payment voucher must be EFT-active (EFT Status on the Vendor Master (VEND) table is set to "A"). If the vendor is EFT-active, but the EFT Indicator on the payment voucher is left blank, the PV will automatically be marked for EFT and the vendor's default APPLICATION TYPE will be inferred. The State of Louisiana will not use Electronic Funds Transfer immediately after the system is implemented.

10.17.1 Electronic Funds Transfer (EFT) Policies

The following policies apply to Electronic Funds Transfer (EFT):

- OSRAP and the State Treasurer must approve each agency's plan to make disbursements using EFT before the agency begins requesting the transfers.
- EFT is also available for specialized types of agency disbursements and must be approved in advance by sending a memo to the State Treasurer requesting approval to utilize EFT.
- In the event that an incorrect amount is paid or a tape is lost or damaged and cannot be recreated, EFTs may be cancelled by the State Treasurer's Office. Normal check cancellation policies and procedures will be followed, except the EFT-Check Indicator should be set to "Y."

10.17.2 Electronic Funds Transfer (EFT) Procedures

Agencies Using EFT for the First Time:

Responsibility	Action
Agency	Sends a memo to the Office of State Purchasing requesting that a vendor be qualified to receive payments via Electronic Funds Transfer (EFT).
State Purchasing	Sends a memo to the State Treasurer's Office requesting approval to make disbursements using EFT. The memo explains what disbursements the agency intends to make and reasons for use of EFT.
State Treasurer	Reviews the request and approves or disapproves. Notifies the requesting agency of the approval or disapproval. Disapproval notification includes an explanation of why it was disapproved.
Agency	If not approved - Contacts the State Treasurer's Office and works with them to obtain approval. If approved - Provides the State Treasurer with the following information, in writing, at least fifteen (15) days before the first EFT disbursement is required: Agency Payee Name Fund/Agency/Organization Contact person and phone number Bank Name Bank Account Number Bank ABA (American Banking Association number or address) Other pertinent information
State Treasurer	Updates the Electronic Funds Transfer (EFTT and EFT2) tables and the Electronic Funds Transfer Application Type (EFTA) table, as necessary.
Agency	Processes Payment Vouchers (PVs) to vendors approved for EFT and sets the EFT-Indicator to "Y," and enters the Application Type to select this payment for EFT treatment on the Payment Voucher.
Data Services Center	Runs required jobs to prepare EFT tape and delivers tape to depository bank for processing.

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Non-ISIS Agencies Procedures for Processing of EFTs:

Responsibility	Action
Agency	Prepares a Manual Warrant (MW) request, and submits it to the State Treasurer by 5:00 p.m. at least three (3) working days before the transfer date is required. The Manual Warrant request must include the following: Payee Name Bank Name Bank Account Number Bank ABA (American Banking Association number or address) Required transfer date - the date the money must be transferred) Other pertinent information.
	State Treasurer Notifies the bank to wire the funds. Notifies the bank two (2) working days prior to the required transfer date or by 3:00 p.m. on the day the EFT request is received, whichever is appropriate.
	Sends the agency a verification of money transfer.

Processing Electronic Funds Transfers in Less Than Three (3) Days:

Agency	If the agency cannot meet the above procedures and deadlines because of program restrictions imposed by a granting agency such as the federal government, the State Treasurer's Office may allow other arrangements. Contact the State Treasurer's Office to see if special arrangements can be made.
--------	--

10.17.2.1 Agency-Specific Procedures for Electronic Funds Transfer (EFT) Processing

10.17.3 Electronic Funds Transfer (EFTT and EFT2) Tables Overview

The Electronic Funds Transfer (EFTT and EFT2) tables track which vendors are eligible for Electronic Funds Transfer (EFT). The Electronic Funds Transfer (EFTT) table holds the information required to make an electronic funds transfer, while the Electronic Funds Transfer 2 (EFT2) table is used to change the status of vendors listed on the Electronic Funds Transfer (EFTT) table.

The Electronic Funds Transfer (EFTT) table contains one entry for every vendor that is eligible for EFT. Additions are entered on Electronic Funds Transfer (EFTT) table and modifications are entered on the Electronic Funds Transfer 2 (EFT2) table. Once a vendor is added to the EFTT table, changes to the status of the vendor are made on the EFT2 table. To change bank information for a vendor, the user must first delete the original entry and then add a new one.

10.17.3.1 Electronic Funds Transfer (EFTT) Table Policies

The following policies apply to maintaining the Electronic Funds Transfer (EFTT) table in ISIS:

- The State Purchasing Office will coordinate the qualification of vendors for EFT payments with the State Treasurer's Office.
- The State Purchasing Office will notify the State Treasurer's Office of all new vendors qualified for EFT payments.
- The State Treasurer's Office will input and maintain the Electronic Funds Transfer (EFTT) table.

10.17.3.2 Electronic Funds Transfer (EFTT) Table Procedures

Responsibility	Action
Agency	Contacts the Office of State Purchasing to request vendor payments to be made through EFT. EFT-instruction information must accompany the request.
State Purchasing	Qualifies vendors for EFT payments and notifies State Treasurer's Office of agency request for EFT processing. Forwards EFT instruction information to the State Treasurer's Office.

State Treasurer Approves or disapproves EFT request. If approved, updates the Electronic Funds Transfer (EFTT) table in ISIS.

10.17.3.3 Agency-Specific Procedures for the Electronic Funds Transfer (EFTT) Table

10.17.3.4 Electronic Funds Transfer (EFTT) Table Screen Print and Field Descriptions

A screen print of the Electronic Funds Transfer (EFTT) table is pictured below, and field descriptions follow.

Electronic Funds Transfer (EFTT)

```
ACTION: . TABLEID: EFTT USERID: .....

ELECTRONIC FUNDS TRANSFER (1 OF 2)
KEY IS VENDOR CODE
VENDOR: ..... NAME: .....

ABA NUMBER/CHECK DIGIT: ..... / .
BANK ACCOUNT NUMBER: .....
NAME: .....
ADDRESS: .....
: .....
: .....
CITY: ..... STATE: .. ZIP: .....

REM ADV REQ IND: .
CHECKING/SAVINGS IND: . PRENOTE BATCH NUMBER: .....
STATUS: . LAST STATUS CHANGE: .. ..
APPLICATION TYPE: ..
```

Purpose The Electronic Funds Transfer (EFTT, EFT2) tables keep track of which vendors are eligible for electronic funds transfer (EFT). EFTT holds the information required to make an electronic funds transfer, while EFT2 is used to change the status of vendors listed on EFTT.

The screen field descriptions of the Electronic Funds Transfer (EFTT) table are as follows.

VENDOR	Required. The vendor code of the vendor requesting EFT ability. Must be a valid code on the Vendor (VEND) table.
NAME	Protected. The vendor's name will be inferred from VEND.

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ABA NUMBER/CHECK DIGIT	Required. ABA number and check digit found on the lower left hand corner of the vendor's check.
BANK ACCOUNT NUMBER	Required. The vendor's bank account number from the check.
NAME	Required. The vendor's bank name.
ADDRESS	Required. The street address of the vendor's bank.
CITY	Required. The city that the vendor's bank is in.
STATE	Required. The state that the vendor's bank is in.
ZIP	Required. The zip code of the vendor's bank.
REM ADV REQ IND	Required. Valid values are "Y" (Yes, printed advice is required) or "N" (No printed advice is required). Indicates if a Remittance Advice form will be generated when the electronic fund transfer occurs. If left blank, field defaults to "Y".
CHECKING/SAVING IND	Required. Valid values are "C" or "S." An indication of the type of account funds are transferred to.
PRENOTE BATCH NUMBER	Protected. The batch number of the tape on which the vendor's prenote processing was sent to the bank.
STATUS	Protected. The vendor's status in EFT. Defaults to "N" when the vendor is added on this table. Valid values are: N New A Active H Hold P Prenote processing begun
L A S T S T A T U S C H A N G E	Protected. The last date the vendor's status was changed, either on EFT2 or through prenote processing.
APPLICATION TYPE	Optional. Default is EFT Application code. If entered, must be valid on the EFT Type (EFTA) table.

10.17.4 Electronic Funds Transfer 2 (EFT2) Table Overview

The Electronic Funds Transfer 2 (EFT2) table allows electronic funds transfer (EFT) administrators to change the electronic funds transfer (EFT) status of a particular vendor in special cases. This table is strictly controlled since it is used to change the status of vendors listed on the Electronic Funds Transfer (EFTT) table.

The Electronic Funds Transfer 2 (EFT2) table contains one entry for every vendor that is eligible for electronic funds transfer. Exclusively, additions are entered on the EFTT table and modifications are entered on this table. For example, once a vendor is added to the EFTT table, electronic funds transfer administrators can change the status manually through this table.

10.17.4.1 Electronic Funds Transfer 2 (EFT2) Table Policies

The following policies apply to the maintenance of the Electronic Funds Transfer 2 (EFT2) table in ISIS:

- Agencies are responsible for notifying the State Treasurer's Office of any change(s) to a vendor's status for receiving or discontinuing the use of Electronic Funds Transfer.
- The State Treasurer's Office is responsible for maintaining the Electronic Funds Transfer 2 (EFT2) table.

10.17.4.2 Electronic Funds Transfer 2 (EFT2) Table Procedures

Responsibility	Action
Agency	Prepares a memo to the State Treasurer's Office notifying them of any changes to a vendor's Electronic Funds Transfer (EFT) status.
State Treasurer	Approves or disapproves agency's request to change vendor EFT status. If request is approved, updates the Electronic Funds Transfer 2 (EFT2) table, as appropriate.

10.17.4.3 Agency-Specific Procedures for the Electronic Funds Transfer 2 (EFT2) Table

10.17.4.4 Electronic Funds Transfer 2 (EFT2) Table Screen Print and Field Descriptions

A screen print of the Electronic Funds Transfer 2 (EFT2) table is pictured below, and field descriptions follow.

Electronic Funds Transfer (EFT2)

```
ACTION: . TABLEID: EFT2 USERID: .....

ELECTRONIC FUNDS TRANSFER (2 OF 2)
KEY IS VENDOR CODE
01-
  VENDOR: ..... NAME: .....
  STATUS: . LAST STATUS CHANGE: .. .. .
02-
  VENDOR: ..... NAME: .....
  STATUS: . LAST STATUS CHANGE: .. .. .
03-
  VENDOR: ..... NAME: .....
  STATUS: . LAST STATUS CHANGE: .. .. .
04-
  VENDOR: ..... NAME: .....
  STATUS: . LAST STATUS CHANGE: .. .. .
05-
  VENDOR: ..... NAME: .....
  STATUS: . LAST STATUS CHANGE: .. .. .
```

Purpose The Electronic Funds Transfer (EFT2) table allows an administrator to change the EFT status of a particular vendor in special cases. This table should have strict security.

Updates This table contains one entry for every vendor that is to be eligible for EFT. Exclusively, additions are entered on EFTT and modifications are entered on EFT2. Once a vendor is added to the EFTT table, the only way to manually change the status is through the EFT2 table.

The screen field descriptions of the Electronic Funds Transfer 2 (EFT2) table are as follows.

VENDOR	Required. The vendor code of the vendor requesting EFT ability. Must be a valid code on the Vendor (VEND) table.
--------	--

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NAME	Protected. The vendor's name, inferred from the code on the vendor table.
STATUS	The vendor's status in EFT. Change to one of the following valid values: N New A Active H Hold P Prenote processing begun
LAST STATUS CHANGE	Protected. The last date the vendor's status was changed, either on EFT2 or through prenote processing.

10.17.5 Electronic Funds Transfer Application Type (EFTA) Table Overview

The Electronic funds Transfer Application Type (EFTA) table is a reference table that maintains all valid application types for use with electronic funds transfer valid documents.

10.17.5.1 Electronic Funds Transfer Application Type (EFTA) Table Policies

The following policies apply to the maintenance of the Electronic Funds Transfer Application Type (EFTA) table in ISIS:

- The Office of State Purchasing is responsible for defining electronic funds transfer application type values (codes).
- The Office of State Purchasing is responsible for initializing and maintaining the Electronic Funds Transfer Application Type (EFTA) table in ISIS.

10.17.5.2 Electronic Funds Transfer Type (EFTA) Table Procedures

Responsibility	Action
Agency	Notifies the Office of State Purchasing, by memo, indicating changes and/or

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additions to the Electronic Funds Transfer Application Type (EFTA) table.

State Purchasing Reviews requests from agency and makes modifications and/or additions to the Electronic Funds Transfer Application Type (EFTA) table.

Notifies agency of changes made to the EFTA table.

10.17.5.3 Agency-Specific Procedures for the Electronic Funds Transfer Type (EFTA) Table

10.17.5.4 Electronic Funds Transfer Type (EFTA) Table Screen Print and Field Descriptions

A screen print of the Electronic Funds Transfer Application Type (EFTA) table is pictured below, and field descriptions follow.

Electronic Funds Transfer Type (EFTA)

```
ACTION: . TABLEID: EFTA USERID: .....  
  
EFT APPLICATION TYPE  
KEY IS APPLICATION TYPE  
EFT TYPE DESCRIPTION  
-----  
01- .. .....  
02- .. .....  
03- .. .....  
04- .. .....  
05- .. .....  
06- .. .....  
07- .. .....  
08- .. .....  
09- .. .....  
10- .. .....  
11- .. .....  
12- .. .....  
13- .. .....  
14- .. .....  
15- .. .....
```

Purpose The EFT Application Type (EFTA) table is a reference table that holds all valid application types for use with EFT valid documents.

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The screen field descriptions of the Electronic Funds Transfer Application Type (EFTA) table are as follows.

EFT TYPE	Required. Two-character code representing the intended application or use of funds electronically transferred.
DESCRIPTION	Required. Description of the intended application or use, of funds electronically transferred.

10.18 Automated Disbursements Parameter (ADIS) Table Overview

The Automated Disbursements Parameter (ADIS) table defines run parameters that are required by the automated check writing facility and the electronic funds transfer (EFT) facility. Two kinds of information exist in this table:

- Voucher selection criteria - specifies parameters for the 1G06 1G25 1G09 1G26 1G18 1G29 1G24 1G28 reports and for the cash disbursements/electronic funds transfer programs. The process ID determines how the parameters will be used.
- Check printing information - provides the date to be printed on the checks or transfer date to be used as well as the number to be used for the first check printed or transfer made.

In normal processing, payments cannot be paid on the same day that the payment voucher (PV) is processed.

10.18.1 Automated Disbursements Parameter Table (ADIS) Policies

The following policies apply when establishing the Automated Disbursements Parameter (ADIS) table in ISIS.

- OSRAP is responsible for providing the parameters to the OSIS System Administrator before the automated disbursements are run.
- Prior working day's date should be entered in the "LATEST DATE" field on the Automated Disbursements Parameter (ADIS) table to establish parameters for the

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selection of payables. This will ensure that checks are written for payables that have a due date through the previous day. Checks and other reports will be for payables with a due date through the prior working day.

- All "emergency" payments will be processed on a Manual Warrant (MW) document, referencing an agency-entered Payment Voucher (PV), approved by appropriate control agencies.
- Consolidated checks will be printed, sealed and mailed from the Data Center.
- All single checks will be printed, unfolded, and unsealed at the Data Center and sent to the State Treasurer's Office for agency pick-up. OSRAP will pick-up and mail checks to out-of-Baton Rouge agencies.
- Agencies are responsible for mailing (delivering) single checks.

10.18.2 Agency-Specific Procedures for the Automated Disbursements Parameter (ADIS) Table

10.18.2.1 Automated Disbursements Parameter (ADIS) Table Screen Print and Field Descriptions

The screen print of the Automated Disbursements Parameter (ADIS) table is pictured below, and field descriptions follow.

Automated Disbursements Parameter Table (ADIS)

```

ACTION: . TABLEID: ADIS USERID: .....
AUTOMATED DISBURSEMENTS PARAMETER TABLE
KEY IS PROCESS-ID
01- PROCESS ID: .....

- - - - - VOUCHER SELECTION CRITERIA - - - - -
EARLIEST DATE (YYMMDD): . . . . . BANK ACCOUNT CODE: ..
LATEST DATE (YYMMDD): . . . . . FUND: ...
CHECK ADDRESS OPTION: .
- - - - - CHECK PRINTING INFORMATION - - - - -
CHECK DATE: . . . . . STARTING CHECK NO: ..... BATCH NO: .....

- - - - - REPRINT/RENUMBER INFORMATION - - - - -
CHECK NUMBER RANGE RENUM START # VOID REPRINT
-----
1 - ..... --> ..... . .
2 - ..... --> ..... . .
3 - ..... --> ..... . .
4 - ..... --> ..... . .
5 - ..... --> ..... . .

```

Purpose

The Automated Disbursements Parameter (ADIS) table defines run parameters that are required by the automated check writing facility and the electronic funds transfer (EFT) facility. Three kinds of information exist in this table. The voucher selection criteria specifies parameters for the cash disbursements/electronics funds transfer programs and reports. The process ID determines how the parameters will be used.

Check printing information provides the date to be printed on the checks or transfer date to be used as well as the number to be used for the first check printed or transfer made. The reprint/renumber information provides the range(s) of check or transfer numbers to be affected by the reprint/renumber/void processes and controls which process will be implemented.

Maintenance Notes

The delivered version of GFS expects these parameters to be provided instream in the JCL. Therefore, you should provide the parameters to your operations personnel when you request that automated disbursements be run. Your installation's JCL may be changed so that online updates are valid.

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The field descriptions for the Automated Disbursements Parameter (ADIS) table are as follows.

PROCESS ID	Required. Although the field is 8 characters, the valid codes are currently only 2 characters long: "CD," "VP," "EF," OR "EFPS". EF and EFPS are for electronic funds transfer programs and reports; EFPS overrides EF.
VOUCHER SELECTION CRITERIA:	
EARLIEST DATE/ LATEST DATE	<p>Required. Use YYMMDD format. Provide the date range of vouchers to be selected for payment or for printing on the Scheduled Payment Turnaround Report. Vouchers will be selected whose scheduled payment date is within the range of dates specified here (inclusive). Vouchers are selected from the Open PV Header Table.</p> <p>To select all vouchers scheduled on or <i>after</i> a specific date, code only the earliest date, and leave the latest date blank. To select all vouchers scheduled on or before a specific date, code only the latest date and leave the earliest date blank. To select on only one day, code both dates and make them equal.</p>
BANK ACCOUNT CODE	<p>Required. For VP and EFPS programs, code either:</p> <ul style="list-style-type: none">- A valid bank account to select vouchers that will be paid from a specific bank account.- "***" to specify all bank accounts. <p>For CD and EF programs, enter the code for the bank account whose checks will be used for the next check writing run. "***" is not valid here. When multiple bank accounts are used, a separate run must be made for each bank account, and this parameter must be changed each run.</p>
FUND	<p>Required. Code either:</p> <ul style="list-style-type: none">- A valid fund code to select vouchers from a single fund.

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- "****" to specify all funds.

CHECK ADDRESS OPTION

Optional. If set to "Y", GFS will infer vendor name and address when a check prints from the Vendor Table (the most current address). Otherwise, GFS infers vendor name and address at voucher entry time (from the Open PV Header Table).

CHECK PRINTING INFORMATION:

CHECK DATE

Required. Use YYMMDD format. Enter the check date. This parameter is used in the title of the reports. This date will be printed on the checks as the check date. It will also be the transaction date on the system-generated transactions.

STARTING CHECK NO

Required. Your computer center operations personnel may have to provide this parameter. It must be numeric. Enter the number of the first check that will be printed. (Remember that alignment checks will use several numbers.) Using this number as the starting point, the system will assign transaction IDs to the transactions it generates for the General Ledger. The transaction ID will be "AD" followed by the check number that was used for cash disbursements or "EF" followed by the transfer number for electronic funds transfer. On funds transfers, the first six numbers are the tape number and the last five numbers are the transfer number.

BATCH NO

Required. May be alphanumeric. Enter the number that you want to use to identify this check run.

REPRINT/ RENUMBER INFORMATION:

CHECK NUMBER RANGE

This field is used for the following purposes:

VOIDS. Enter the range of checks to be voided. Checks that are going to be reprinted should also be voided if you want them to be listed in the Check Register and marked void.

Reprints. Enter the range of checks to be reprinted.

Renumbers. Enter the range of checks to be renumbered.

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NOTE: Code *one* of the following three fields to indicate the action to be taken on the entered check number range.

RENUM START #	Used only for renumbering process. Code the first number to be used for renumbering checks.
VOID	Used only for voids. Enter any character to indicate that these checks are to be shown as void.
REPRINT	Used only for reprints. Enter any character to indicate that these checks are to be reprinted.

10.19 Automated Disbursement Restriction (ADRT) Table Overview

The Automated Disbursement Restriction (ADRT) table enables OSRAP officials to selectively choose which state agencies will have their checks paid through the Automated Disbursement Process. Agencies are included or excluded by budget fiscal year. For example, for a budget year, if the Include/Exclude indicator is set to "I" (Include), then only those agencies entered on the ADRT table will be included and all other agencies will be excluded from the Automated Disbursement cycle. If the Include/Exclude Indicator is set to "E" (Exclude), then those agencies entered on the ADRT table will be excluded from the Automated Disbursement cycle.

If no entries exist on the ADRT table for a budget fiscal year, then all agencies are included in the Automated Disbursement cycle for that budget fiscal year. An excluding record on this table does not stop payment vouchers from being created by the agency or the creation of manual warrant (MW) documents to record handwritten checks. This is a user-maintained table.

10.19.1 Automated Disbursement Restriction (ADRT) Table Policies

The following policies apply to the Automated Disbursement Restriction (ADRT) table in ISIS:

- OSRAP officials are responsible for updating the Automated Disbursement Restriction (ADRT) table.
- The Automated Disbursement Restriction (ADRT) table must be updated prior to running the automated disbursement process. An 1G06 and/or 1G25 report will be run enabling OSRAP and/or agency officials to review the results of the selection criteria.
- Adjustments may be made to the Automated Disbursement Restriction (ADRT) table and reports re-generated several times until the desired disbursement results are achieved. Once the results are achieved, the automated disbursement process is run.

10.19.2 Automated Disbursement Restriction (ADRT) Table Screen Print and Field Descriptions

The screen print for the Automated Disbursement Restriction (ADRT) table is pictured below, and field descriptions follow.

Automated Disbursement Restriction Table (ADRT)

```
ACTION: . TABLEID: ADRT USERID: ....
AUTOMATED DISBURSEMENT RESTRICTION TABLE
KEY IS FISCAL YEAR, INCLUDE/EXCLUDE, AGENCY
FY: .. INCLUDE/EXCLUDE: .
      AGENCY
      -----
01-   ...
02-   ...
03-   ...
04-   ...
05-   ...
06-   ...
07-   ...
08-   ...
09-   ...
10-   ...
11-   ...
12-   ...
13-   ...
14-   ...
```

Purpose The ADRT table allows for the inclusion or exclusion of agencies from the Automated Disbursement process. Agencies are included/excluded by budget fiscal year. For a budget fiscal year, if the Include/Exclude indicator is set to "I" (Include), then only those agencies entered on ADRT will be included and all other agencies will be excluded from the Automated Disbursement Cycle. If the Include/Exclude indicator is set to "E" (Exclude), then those agencies entered on ADRT will be excluded from the Automated Disbursement Cycle.

If no entries exist on ADRT for a budget fiscal year, then all agencies are included in the Automated Disbursement cycle for that budget fiscal year.

An excluding record on this table does not stop payment vouchers from being created by the agency or the creation of manual warrants to record handwritten checks.

Updates This is a user-maintained table. Authorized users may add, change, or delete ADRT records as necessary.

The field descriptions for the Automated Disbursement Restriction (ADRT) table are as follows.

BUDGET FY	Required. The fiscal year affected by the restriction. The year must be valid in the Fiscal Year table (FSYR).
INCLUDE/EXCLUDE	Required. Entry must be "I" (Include) or "E" (Exclude). If "I" is coded, then <u>only</u> the agencies coded will be included in the Automated Disbursement cycle for the specified budget fiscal year. If "E" is coded, then the agencies coded will be excluded from the Automated Disbursement cycle for the specified budget fiscal year.
AGENCY	Required. The agency to be included/excluded. The code must be valid on the Agency Table (AGCY).

10.20 Automated Disbursement Restriction by Vendor (ADRV) Table Overview

The Automated Disbursement Restriction by Vendor (ADRV) table enables OSRAP Officials to selectively choose which vendors will be paid through the Automated Disbursement Process. This is a user-maintained table. Vendors are included or excluded by budget fiscal year. For a budget fiscal year, if the Include/Exclude Indicator is set to "I" (Include), then only those vendors entered on the ADRV table will be included and all other vendors will be excluded from the Automated Disbursement cycle. If the Include/Exclude Indicator is set to "E" (Exclude), then those vendors entered on the ADRV table will be excluded from the Automated Disbursement cycle.

If no entries exist on the ADRV table for a budget fiscal year, then all vendors are included in the Automated Disbursement cycle for that budget fiscal year. If the "**HOLD**" Indicator on the Vendor (VEND) table is set to "Y," then that vendor will not be included in the Automated Disbursement cycle for any budget fiscal year. **NOTE:** An excluding record on this table does not stop payment vouchers from being created for the vendor or the creation of manual warrants to record handwritten checks.

10.20.1 Automated Disbursement Restriction by Vendor (ADRV) Table Policies

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The following policies apply to the Automated Disbursement Restriction by Vendor (ADRV) table in ISIS:

- OSRAP officials are responsible for updating the Automated Disbursement Restriction by Vendor (ADRV) table.
- An Automated Disbursement Restriction by Vendor (ADRV) table must be updated prior to running the automated disbursement process. A 1G06 and/or 1G25 report will be run enabling OSRAP and/or agency officials to review the results of the selection criteria.
- Adjustments may be made to the Automated Disbursement Restriction by Vendor (ADRV) table and reports re-generated several times until the desired disbursement results are achieved. Once the results are achieved, the automated disbursement process is run.

10.20.2 Automated Disbursement Restriction by Vendor (ADRV) Table Screen Print and Field Description

The screen print of the Automated Disbursement Restriction by Vendor (ADRV) table is pictured below, and field descriptions follow.

Automated Disbursement Restriction by Vendor Table (ADRV)

```
ACTION: . TABLEID: ADRV USERID: ....
AUTOMATED DISBURSEMENT RESTRICTION BY VENDOR TABLE
KEY IS BUDGET FY, INCLUDE/EXCLUDE, VENDOR

BUDGET FY:  ..      INCLUDE/EXCLUDE: .

VENDOR
-----
01- ..... ..
02- ..... ..
03- ..... ..
04- ..... ..
05- ..... ..
06- ..... ..
07- ..... ..
08- ..... ..
09- ..... ..
10- ..... ..
11- ..... ..
12- ..... ..
13- ..... ..
14- ..... ..
```

Purpose The ADRV table allows for the inclusion or exclusion of vendors from the Automated Disbursement process. Vendors are included/excluded by budget fiscal year. For a

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budget fiscal year, if the Include/Exclude indicator is set to "I" (Include), then only those vendors entered on ADRV will be included and all other vendors will be excluded from the Automated Disbursement Cycle. If the Include/Exclude indicator is set to "E" (Exclude), then those vendors entered on ADRV will be excluded from the Automated Disbursement Cycle.

If no entries exist on ADRV for a budget fiscal year, then all vendors are included in the Automated Disbursement cycle for that budget fiscal year. If the HOLD indicator on the Vendor Table (VEND) is "Y", then that vendor will not be included in the Automated Disbursement cycle for any budget fiscal year.

An excluding record on this table does not stop payment vouchers from being created for the vendor or the creation of manual warrants to record handwritten checks.

Updates This is a user-maintained table. Authorized users may add, change, or delete ADRV records as necessary.

The field descriptions for the Automated Disbursement Restriction by Vendor (ADRV) table are as follows.

BUDGET FY	Required. The fiscal year affected by the restriction. The year must be valid in the Fiscal Year table (FSYR).
INCLUDE/EXCLUDE	Required. Entry must be "I" (Include) or "E" (Exclude). If "I" is coded, then <u>only</u> the vendors coded will be included in the Automated Disbursement cycle for the specified budget fiscal year. If "E" is coded, then the vendors coded will be excluded from the Automated Disbursement cycle for the specified budget fiscal year.
VENDOR	Required. The vendor to be included/excluded. The code must be valid on the Vendor Table (VEND).

10.21 Check System Overview

This section provides an overview of the Check System and outlines the policies for using the system.

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The Check System allows agency online inquiry for:

- Transactions that have occurred on checks (i.e., cleared, canceled, voided, etc.),
- Who entered the transactions
- When the transactions were entered

Cancel or stop payment transactions of payroll checks result in reversing ISIS transactions from the State Uniform Payroll System (UPS).

The State Treasurer's Office (STO) assigned the following standard definitions for cancelled checks:

REPLACEMENT CHECKS (Type 1)

Issued for checks that have been processed as a stop payment to the same payee, misprinted or mutilated. This information will be available through the Check System.

CANCEL AND REISSUE (Type 2)

Agency pays the wrong individual or check was issued for wrong amount. The check is canceled and a new check is issued. The original payment voucher is referenced for the correction. **NOTE:** This method will not be used by the State of Louisiana.

CANCEL (Type 3)

State Treasurer's Office receives a check to cancel. ISIS transactions are created to return funds from canceled checks to issuing agency.

CLEARED OR PAID

Check is redeemed (cash) at a banking institution. A tape with cleared check information is created daily and is received by OSRAP.

STALE DATE

Check that exceeds the time limit for redemption.

STOP PAY/CANCEL

Activity performed on a given check when a signed affidavit from the payee is returned to the State Treasurer's Office. The check is marked stopped on the Outstanding Check File and on the tape that is sent to the bank for processing. The State Treasurer's Office verifies with the bank that status of the check is still "outstanding." (The State does not have control of the check.)

VOIDS

Check leaders or misprinted checks that are voided and check numbers are used on a subsequent check run. Neither the Outstanding Check File nor ISIS have been updated with the transaction information.

Check cancellations (CX) transactions are processed by the State Treasurer's Office. The cancellation type determines which vouchers payable account will be reversed and how the voucher referenced by the check will be treated. There are three possible types:

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- **Type 1** - reopens and reschedules the payment voucher using either the date entered on the check cancellation or a computed date. The computed date is determined in the same manner as for a payment voucher. The vouchers payable account to be reversed is determined from the offset liability account recorded in the Open Payment Voucher Header (OPVH) table entry (replacement checks).
- **Type 2** - reopens the payment voucher but leaves it unscheduled. The vouchers payable account that is reversed is specified in the Open Payment Voucher Header (OPVH) table. Type 2 payments are not allowed for any prior year activity. **NOTE:** This method will not be used by the State of Louisiana.
- **Type 3** - leaves the payment voucher closed. The vouchers payable account that is reversed is the Cancel Vouchers Payable Account specified in the System Special Accounts (SPEC) table. Prior year note: Adjustments to prior year must be made on a journal voucher.

Checks that have cleared are processed one of two ways:

1. The bank sends a tape containing the cleared check numbers and dollar amounts information to the State Treasurer. The check information is batched, processed, and posted daily to the online check record.
2. A check may also be on the bank's error list indicating it was received for payment but did not show as an outstanding check on the file the bank received from the State Treasurer. This check is researched to determine why it is on the error list. Any checks on the error list, because of timing or other problems, which should be cleared, will be cleared through online transactions by the State Treasurer.

10.21.1 Check System Policies

The following policies apply to the Check System in ISIS:

- Checks to vendors will automatically be combined unless the single check flag is selected by the agencies.
- The State Treasurer's Office is responsible for ensuring adequate internal controls are in place for the processing and distribution of all checks printed at the State's Data Center.
- The State's Data Center will delete a range of checks when there is a problem with the printer and none of the affected checks have been distributed.

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- OSRAP will provide check information (on the Warrant Reconciliation (WREC) table, See Section 10.25) that will be available for online inquiry until four months after a check has been voided, canceled, deleted, stale dated or stopped checks that have become stale dated. After **four** months, these transactions are stored on microfiche for **five** years.
- OSRAP will remove cleared checks from the inquiry file at the end of each month and store information on microfiche reports.
- State Treasurer's Office (STO) will generate daily online transaction reports by transaction type and account, and month-end reports for all transactions by account.
- OSRAP will generate a report of all checks that are removed from the outstanding list because they are stale-dated (checks that have exceeded the time limit for redemption).
- Agencies will maintain expenditure (Vouchers Payable) documentation.
- OSRAP will work with the State Treasurer's Office to research checks on the bank's error list indicating they were received for payment but did not show on the outstanding file. If it is determined there is a problem and they should be cleared, checks are cleared by an online transaction.

10.21.2 Check System Procedures

Responsibility	Action
----------------	--------

State Treasurer Sends lists of stale dated checks to appropriate agencies.

Agency	Performs an inquiry on any check number. The individual making the inquiry must have the check number and bank account number.
--------	--

OSRAP/STO	Performs an inquiry on any check number. The individual making the inquiry must have the check number and bank account number.
-----------	--

Agency/OSRAP	If a check cancellation is required, agency/OSRAP notifies State Treasurer's Office to perform a cancellation type 1 or 3 transaction against the specific check(s).
--------------	--

Agency/OSRAP	If a "stop payment" is required, agency/OSRAP notifies State Treasurer's office by telephone and follows through with a letter or affidavit from the vendor, or an agency letter requesting a stop payment.
--------------	---

State Treasurer Process cancellation and/or stop payment transaction against specific check(s).

10.21.2.1 Agency-Specific Procedures Related to the Check System

10.22 Check Category for the Automated Disbursement Check Sort Overview

The State of Louisiana will utilize the CHECK-CATEGORY feature of GFS in order to simplify the process of sorting checks for distribution to vendors and agencies. The CHECK-CATEGORY feature assigns a two digit alphanumeric code from "AA" to "99" and will be the primary source used to sort and combine payments.

10.22.1 Check Category for the Automated Disbursement Check Sort Policies

The following policies apply when establishing the check category for the automated disbursement check sort in ISIS.

- OSRAP will be responsible for distributing checks to both vendors and agencies. Because of this, the order in which the checks are printed is crucial. Checks will initially be sorted in ascending order by CHECK-CATEGORY as follows:
 - First, checks written for a single voucher. These checks will be distributed by the agency. The CHECK-CATEGORY will be "AA" to ensure that the "single" checks are on the top of the stack. "Single" checks will be further sorted by agency in order to group together all "single" checks for an agency.
 - Secondly, checks written for one or more vouchers within the same check category that must be reviewed and distributed by the agency. The CHECK-CATEGORY for these "agency" checks will be assigned by OSRAP, and will range from "AB" to "98." "Agency" checks will be further sorted by vendor in order to combine multiple payments to the same vendor on the same check for the specified agency (i.e., same check category).
 - Finally, checks written for one or more vouchers within the check category "99." These "statewide" checks will be distributed by OSRAP. "Statewide" checks will be further sorted by vendor in order to combine multiple payments to the same vendor on the same check regardless of agency. The

CHECK-CATEGORY will default to "99" when left blank.

10.22.2 Check Category for the Automated Disbursement Check Sort Procedures

Responsibility	Action
Agency	Requests a single check by entering a "Y" in the single check field of the Payment Voucher (PV). Use of the single check flag should be limited.
Data Center	Separates checks selected for single payments and forwards them to the State Treasurer for agency pick-up.
State Treasurer	Holds single checks for agency pick-up. State Treasurer's Office mails the out-of-town checks to agencies that request this action.
Agency	Responsible for single check disposition (or delivery).
State Treasurer	Monitors the use of the "single check" flag.
Agency	Requests from OSRAP, by memorandum, a separate check category in order to have checks returned to their agency for distribution.
OSRAP	Approves the request for a separate check category from the agencies. Updates the Check Category (CCAT) table. Updates the Agency Master Reference (AGCY) table to establish a separate CHECK-CATEGORY for each approved request.
State Treasurer	Distributes the single checks with check category "AA" to the responsible agency; distributes checks with check categories "AB-98" to the responsible agencies, and distributes checks with a check category of "99" directly to the vendor

10.22.2.1 Check Category (CCAT) Table Screen Print and Field Description

The screen print of the Check Category (CCAT) table is pictured below, and field descriptions follow.

Check Category Table (CCAT)

ACTION: . TABLEID: CCAT USERID:		
CHECK CATEGORY TABLE		
KEY IS CHECK CATEGORY		
CHECK CATEGORY	DESCRIPTION	
-----	-----	
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-

Purpose The Check Category (CCAT) table defines valid check categories that are used by automated disbursements. This table is strictly informational, there is no editing performed on this table.

The field descriptions of the Check Category (CCAT) table are as follows.

CHECK CATEGORY	Required. An entry is required for every valid check category. If adding a new line, enter a unique code; if changing or deleting an existing line, enter the affected code.
DESCRIPTION	Optional. Code the description of the corresponding check category code entered on each line. Up to 30 characters will be stored in the system.

10.23 Check Stub (STUB) Table Overview

The Check Stub (STUB) table displays all information provided on the check stub or remittance advice form (for Electronic Funds Transfers) that was provided to the payee vendor. Manual Warrant (MW) transactions do not update this table. This is a system-maintained table is available for inquiry purposes only. Lien/Levy deductions, backup withholding deductions, credit memos, and discounts that appear on the check stub also appear on this table.

Updates are made to the Check Stub (STUB) table nightly, after the Automated Disbursement process is completed. Records are purged from this table by the On-Demand Check Table Purge Program (CHKP), which deletes all records between the specified "FROM DATE" and "TO DATE" fields.

10.23.1 Check Stub (STUB) Table Screen Print and Field Descriptions

The screen print of the Check Stub (STUB) table is pictured below, and field descriptions follow.

Checkstub Table (STUB)

```
ACTION: . TABLEID: STUB USERID: .....
CHECKSTUB TABLE
KEY IS TRANS CD, CHECK #, BANK ACCT CD, DOC ID, REF DOC ID, INVOICE #, COMMENTS

TRANS CODE: .. CHECK #: ..... BANK ACCT CODE: ..
CHECK CAT: .. CHECK DATE: .. .. . TOTAL CHECK AMOUNT: .....
VENDOR: ..... NAME: .....
ADDRESS: .....
: .....
CITY: ..... STATE: .. ZIP: .....
```

DOCUMENT ID	REF DOCUMENT ID	INVOICE #	COMMENTS	LINE AMOUNT
..
..
..
..
..
..
..
..
..

Purpose

The Checkstub table (STUB) displays all information provided on the check stub or remittance advice form (for electronic funds transfers) that was provided to the payee vendor. Manual warrant transactions do not update this table. This table is for inquiry purposes only. Lien/Levy deductions, Backup Withholding deductions, credit memos, and discounts that appear on the check stub also appear on this table.

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Maintenance Notes This table is system-maintained. Updates are made nightly, after the automated disbursement process is completed. Records are purged from this table by the on-demand Check Table Purge Program (CHKP), which deletes all records up to the specified To Date. (For more details on the purge program, see the *ISIS/GFS Operations Guide*.)

The field descriptions of the Check Stub (STUB) table are as follows.

TRANS CODE	Key field. The transaction code of the disbursement document.
CHECK #	Key field. The check number for which information is displayed.
BANK ACCT CODE	Key field. The bank account code that was charged for the disbursement.
CHECK CAT	The check category of the disbursed voucher(s). Indicates if a single check or consolidated check was produced.
CHECK DATE	The date on which the check was created.
TOTAL CHECK AMOUNT	The total amount of the check. This is the sum of the LINE AMOUNT for all check lines.
VENDOR	The check payee.
NAME	The name of the vendor to whom the check was written.
ADDRESS (CITY, STATE, ZIP)	The mailing address of the payee vendor.
DOCUMENT ID	Key field. The agency and document number of the payment vouchers disbursed on this check. The transaction code is not displayed; it is always "PV".
REF DOCUMENT ID	Key field. The referenced document liquidated by the payment voucher(s) being disbursed.
	Key field. The vendor invoice number coded on the payment

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INVOICE #	voucher(s) being disbursed.
COMMENTS	Key field. The first 16 characters of comments entered on the payment voucher line. This field also indicates if the line was a discount, lien/levy reduction, or backup withholding.
LINE AMOUNT	The dollar amount of the payment voucher being disbursed.

10.24 Open Check Header Inquiry (OPCH) Table Overview

The Open Check Header Inquiry (OPCH) table maintains information on checks, particularly their "cancel" status, close date, vendor data, and backup withholding information. Records from this table are used primarily for tracking backup withholding amounts, particularly the 3G00 report (Report of Backup Withholding), which provides withholding totals due to the Internal Revenue Service (IRS).

The OPCH table is organized by bank account code and check ID, so that checks for a particular bank account may be accessed sequentially from the table.

Records are created for each check line processed by the Post Offline Ledger Records (ADPR) program. Fields on the table are updated by both the cancellation of a check and the processing of the 3G00 report. Records are deleted from these tables by the Open Check Table Purge (CKPG) program if the "Closed Date" is in the user's specified range.

10.24.1 Open Check Header Inquiry (OPCH) Table Screen Print and Field Descriptions

The screen print of the Open Check Header Inquiry (OPCH) table is pictured below, and field descriptions follow.

Open Check Header Inquiry Table (OPCH)

```
ACTION: S TABLEID: OPCH USERID: .....

OPEN CHECK HEADER INQUIRY
KEY IS TRANS CODE, CHECK NUMBER, AND BANK ACCOUNT CODE

TRANS CODE: .. CHECK NUMBER: ..... BANK ACCOUNT CODE: ..

CHECK AMOUNT: ..... DATE: .. .. .
BACKUP WITHHOLDING: ..... CANCELED: . CLOSED DATE: .. .. .

VENDOR: ..... NAME: .....
ADDRESS: .....
: .....
CITY: ..... STATE: .. ZIP: .....
```

Purpose

The Open Check Header (OPCH) table maintains information on all checks, including the cancel status, close date, vendor data, and backup withholding information. Records from this table are used primarily for tracking backup withholding amounts, specifically the 3G00 report (Report of Backup Withholding), which provides withholding totals due to the IRS.

This table is organized by bank account code and check ID, so that all checks for a particular bank account may be accessed sequentially from the table.

Updates

Records are created for each check line processed by the Post Offline Ledger Records (ADPR) program. Fields on the tables are updated by both the cancellation of a check and the processing of the 3G00 report. Records are deleted from these tables by the Open Check Table Purge (CKPG) program if the Closed Date is in the range specified by OSRAP.

The field descriptions of the Open Check Header Inquiry (OPCH) table are as follows.

TRANS CODE

Required. The transaction code assigned to the check when it was created in the automated disbursements cycle.

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CHECK NUMBER	Required. The check number assigned to the check when it was created in the automated disbursements cycle.
BANK ACCOUNT CODE	Required. The bank account code from which the check amount is drawn.
CHECK AMOUNT	The amount of the check.
DATE	The date the check was written.
BACKUP WITHHOLDING	The amount of the check that was subject to backup withholding, and was withheld from payment to the vendor
CANCELLED	Cancelled check indicator. A "Y" indicates that the check has been cancelled with a CX document.
CLOSED DATE	The date on which the withheld amount was paid to the IRS. This date is updated when the 3G00 report is run. If the check was cancelled, this is the date of the cancellation.
VENDOR	The code for the vendor receiving payment.
NAME ADDRESS CITY STATE ZIP	The name of the vendor receiving payment. Vendor's address as recorded on the Vendor (VEND) table.

10.25 Open Check Line Inquiry (OPCL) Table Overview

The Open Check Line Inquiry (OPCL) table maintains information on all checks, including check and backup withholding amounts. Information from this table is used primarily for tracking backup withholding amounts, particularly the 3G00 report (Report of Backup Withholding), which provides withholding totals due to the IRS.

This table is organized by bank account code, check ID, vendor invoice, and reference transaction, so that checks for a particular bank account may be accessed sequentially from the table.

Records are created for each check line processed by the Post Offline Ledger Records (ADPR) program. Fields on the table are updated by both the cancellation of a check (CX document) and the processing of the 3G00 report. Records are deleted from these tables by the Open Check Table Purge (CKPG) program

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if the "Closed Date" on the associated Open Check Header Inquiry (OPCH) table record is in the user's specified range.

10.25.1 Open Check Line Inquiry (OPCL) Table Screen Print and Field Descriptions

The screen print of the Open Check Line Inquiry (OPCL) table is pictured below and field descriptions follow.

Open Check Line Inquiry Table (OPCL)

```
ACTION: S TABLEID: OPCL USERID: .....  
OPEN CHECK LINE INQUIRY  
KEY IS TRANS CD, CHECK NO, BANK CD, VENDOR INVOICE, REF TRANS/TRANS LINE  
  
01-      TRANS CODE: .. CHECK NUMBER: ..... BANK CODE: ..  
      VENDOR INVOICE: .....  
      REF TRANS/TRANS LINE: ..... / ..  
      FUND: ... AGENCY: ... CHECK LINE AMT: .....  
                                BACKUP WITHHOLDING: .....  
  
02-      TRANS CODE: .. CHECK NUMBER: ..... BANK CODE: ..  
      VENDOR INVOICE: .....  
      REF TRANS/TRANS LINE: ..... / ..  
      FUND: ... AGENCY: ... CHECK LINE AMT: .....  
                                BACKUP WITHHOLDING: .....  
  
03-      TRANS CODE: .. CHECK NUMBER: ..... BANK CODE: ..  
      VENDOR INVOICE: .....  
      REF TRANS/TRANS LINE: ..... / ..  
      FUND: ... AGENCY: ... CHECK LINE AMT: .....  
                                BACKUP WITHHOLDING: .....
```

Purpose

The Open Check Line (OPCL) table maintains information on all checks, including check and backup withholding amounts. Information from this table is used primarily for tracking backup withholding amounts, particularly the 3G00 report (Report of Backup Withholding), which provides withholding totals due to the IRS.

This table is organized by bank account code, check ID, vendor invoice, and reference transaction, so that all checks for a particular bank account may be accessed sequentially from the table.

Updates

Records are created for each check line processed by the Post Offline Ledger Records (ADPR) program. Fields on the tables are updated by both the cancellation of a check and the processing of the 3G00 report. Records are deleted from these tables by the Open Check Table Purge (CKPG) program if the Closed Date, on the associated OPCH record, is in the range specified by OSRAP.

The field descriptions of the Open Check Line Inquiry (OPCL) table are as follows.

TRANS CODE

Key field. The transaction code assigned to the check when

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CHECK NUMBER	it was created in the automated disbursements cycle.
BANK CODE	Key field. The check number assigned to the check when it was created in the automated disbursements cycle.
VENDOR INVOICE	Key field. The bank account code from which the check amount is drawn.
REF TRANS/TRANS LINE	Key field. The vendor invoice referenced by the disbursement.
FUND	Key field. The transaction and transaction line number referenced by the disbursement.
AGENCY	The fund against which the check was written.
CHECK LINE AMT	The agency against which the check was written.
BACKUP WITHHOLDING	The amount of the check.
	The amount of the check that was withheld from payment to the vendor due to backup withholding.

10.26 Check Cancellation (CX) Document Overview

The Check Cancellation (CX) document cancels checks or warrants written against Payment Voucher (PV) documents. This document will be used by the State Treasurer's Office to reschedule, , leave closed, or cancel Payment Voucher (PV) documents.

In order to use the check cancellation document, the following conditions must exist:

1. The check to be cancelled must have been written against a payable voucher (PV)
2. A record for the referenced payment voucher must still exist in the Open Payment Voucher Header and Line Tables.
3. The check to be cancelled must represent full payment of the payment voucher. Multiple partial payments cannot be handled by the check cancellation transaction.

10.26.1 Check Cancellation (CX) Document Procedures

Responsibility	Action
-----------------------	---------------

Agency/OSRAP/

State Treasurer Performs inquiry on any check number. The individual requesting check information must have the check number and bank account number.

Agency/OSRAP

If a check cancellation is required, agency/OSRAP notifies State Treasurer's Office to request a cancel" transaction against a specific expenditure check(s).

State Treasurer Performs "stop payment," "void," or "cancel" transaction against the specific check(s).

Inputs Check Cancellation (CX) document and type of cancellation into ISIS and notifies agency(ies) of cancellation.

Approves the Check Cancellation (CX) document and schedules it for processing.

Agency/OSRAP

Completes appropriate accounting entries required for specific type of cancellation.

10.26.1.1 Agency-Specific Procedures for Check Cancellation (CX) Document

10.26.1.2 Check Cancellation (CX) Document Screen Print and Field Descriptions

The screen print of the Check Cancellation (CX) document is pictured below, and field descriptions follow.

Check Cancellation Transaction (CX)

FUNCTION:		DOCID: CX	
STATUS:		BATID: ORG:	
H- CHECK CANCELLATION INPUT FORM			
CAN DATE:		BANK ACCT CODE: .. ACCTG PRD:	
CANCEL TYPE	VENDOR CODE	EFT IND	CHECK NUMBER
			MW NUMBER
			CASH ACCOUNT
			SCHED PAY DATE
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-

The screen field descriptions of the Check Cancellation (CX) document are as follows.

COMMAND AREA	See Chapter 4, "Document Processing", in the <i>ISIS/GFS Online Features Guide</i> for an explanation of the command area fields.
CAN DATE	Inferred. The current calculated date entered for this document type on the Dates table (DATE).
BANK ACCT CODE	Required. Enter the code of the bank account against which the check or MW was originally drawn. This code will be validated against the fund entered on the Open Vouchers Line Table.
ACCTG PRD	Optional. Enter the accounting period you want to associate with this transaction in MMY format. If left blank, the transaction document is recorded in the accounting period inferred from the cancelled date.

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CANCEL TYPE	Required. Enter the type of cancellation you want applied to this check or manual warrant. Valid types are: '1' Cancel check and reschedule PV for payment. '2' Cancel check and leave PV unscheduled. '3' Cancel check and use special vouchers payable account.
VENDOR CODE	Required. Enter the same vendor code that was used for the check or MW being canceled.
EFT IND	Required only when the check number to be canceled was processed through Electronic Funds Transfer (EFT). Valid values are "Y", "N", or spaces. Type "Y" in this field to select this check cancellation for electronic funds payment.
CHECK NUMBER	Required. Enter the number of the check that is to be canceled, if applicable. Note: If manual warrant number is entered, check number field is blank.
MW NUMBER	Required. Enter the number of the manual warrant that is to be canceled, if applicable. Note: If check number is entered, manual warrant number field is blank.
CASH ACCOUNT	Used only for manual warrants. If you want to override the account used on the MW, enter the override account here. It must be valid in the System Special Accounts (SPEC) table.
SCHED PAY DATE	Used only for check cancel type 1. Enter the rescheduled payment date for the check in MMDDYY format.

10.26.2 Check Cancellation Using Manual Warrant (MW) Documents Policies

The following policies apply to check cancellations using Manual Warrant (MW) documents in ISIS:

- The Manual Warrant (MW) document can be used to void and record both manually-written checks and checks produced by the Automated Disbursement Process. The Manual Warrant (MW) document must be used to void manually-written checks when there is no reference to a purchase order or payment voucher on the original MW.

- The Manual Warrant (MW) transaction must be used to void Automated Disbursement checks instead of a Check Cancellation (CX) transaction, where the referenced document no longer exists in the open item tables (e.g., where the payment voucher monthly clearing activity has deleted the transaction entry from the tables).

10.26.3 Check Cancellation Using Manual Warrant (MW) Documents Control Agency Procedure

The void/cancellation procedure using the Manual Warrant (MW) document involves two steps:

1. Reversing the appropriate accounting transaction by entering a Manual Warrant (MW) transaction.
2. Marking the check as "void" on the Warrant Reconciliation (WREC) table.

To void a manually written check:

1. First, reverse the Manual Warrant (MW) transaction that recorded the check. To do this, first reverse the Manual Warrant (MW) transaction by coding a new MW with a decrease (negative) line amount. A second line must be entered to balance the reversing line in order to prevent a negative document total amount on the MW, and the system-generated offsetting lines will balance each other.

NOTE: This Manual Warrant (MW) transaction will reverse the expenditure transaction throughout the system. For example, the expended amount fields in the budget tables and in the Vendor (VEND) table are reduced, and the balances in the Balance Sheet Account Balance (ABAL) and Fund Balance (FBAL) tables are increased.

To cancel an Automated Disbursement check using a Manual Warrant (MW) document:

1. Use the check number with a document action of "E," and complete the remaining fields of the Manual Warrant (MW) transaction following the coding instructions defined below.

For procedures to mark the check as "void" on the Warrant Reconciliation (WREC) table, see section 10.28.2 in this Chapter.

10.26.3.1 Agency-Specific Procedures for a Check Cancellation Using Manual Warrant (MW) Documents

10.26.3.2 Manual Warrant (MW) Document Screen Print and Coding Instructions

The screen print of the Manual Warrant (MW) document is pictured below. Follow the coding instructions defined in the Manual Warrant (MW) Procedure section in Section 10.4.2.1 of this Chapter with the following exceptions, noted below the screen print.

Manual Warrant Transaction (MW)

```

FUNCTION: ..... DOCID: MW .....
STATUS: ..... BATID: ... .. ORG: ....
H-          MANUAL WARRANT INPUT FORM

MW DATE: . . . . . ACCTG PRD: . . . . . BUDGET FY: ..
ACTION: . . RECEIVING FUND: ... BANK ACCT CODE: .. CASH ACCT: ....
VENDOR CODE: ..... VENDOR NAME: .....

COMMENTS: ..... DOCUMENT TOTAL: .....
CALCULATED DOC TOTAL:
----- REFERENCED DOCUMENT(S) -----
CD AGY  NUMBER  LN  INVOICE  FUND NCY ORG ORG UNIT VITY
-----
OBJ SUB OBJ REV SRC SUB REV  JOB NO. REPT CATG BS ACCT ACT DEL DT
-----
DESCRIPTION  QUANTITY  AMOUNT  I/D P/F
-----
01- .....
.....
.....
.....

```

The coding instructions for check cancellation using a Manual Warrant are as follows.

COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.

MW DATE

Inferred. The current date entered for this document type on the Dates table (DATE).

Optional. If left blank, the transactions on this document

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ACCTG PRD	are recorded in the accounting period inferred from the manual warrant date. If you want these transactions to be recorded in some other accounting period, enter the desired period (it must be open), using fiscal months and fiscal years. You cannot enter future periods.
BUDGET FY	Optional. If left blank, the transactions on this document apply to the current fiscal year's budget. If you want these transactions to be recorded in some other fiscal year, enter the desired fiscal year (it must be open). You cannot enter future budget fiscal years.
ACTION	Optional. Blank defaults to "E". Use "M" if you want to reuse a MW number in the same accounting period. This will group the transactions together on the ledger reports.
RECEIVING FUND	Required if this document is reporting an intragovernmental purchase/sale concerning two different funds. Enter the code of the fund that is to receive money as a result of this transaction. If lines on this document reference POs or PVs, the code must be the same as the <i>seller's</i> fund code on the referenced document. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
BANK ACCT CODE	Required. The code represents the bank account whose checks were used for the lines recorded on this document. The code used must be valid in the Bank Account Master Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.
CASH ACCT	<p>Optional. Enter a code only if you want to override the default cash account in the Bank Account Master Table for the bank account coded above. The offset cash account code represents the account that is to be credited as a result of this transaction.</p> <p>The code used must be a valid <u>cash</u> account in the Balance Sheet Account Master Table. If this document is an adjustment to a previously entered document, the code must be the same as the one on the original document.</p> <p>Required if your installation requires vendor codes (i.e.,</p>

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VENDOR CODE

required if the Vendor Control Option in the System Control Options Master Table is "Y"). Must be blank if receiving fund is coded. Optional, otherwise. Enter the code for the vendor to be paid as a result of this document. The code used must be valid in the Vendor Master Table. If the desired vendor is not listed in the Table, check with a supervisor to see if you should:

- use a code in the Vendor Master (VEND) table named "miscellaneous", or
- add a new code to the Table for this new vendor.

If lines on this manual warrant reference purchase orders or payment vouchers, the vendor code used must match the vendor code on the referenced documents.

VENDOR NAME

Required if vendor code was not supplied or if you used a miscellaneous vendor code. Enter the name written on the check. Must not be coded if Receiving Fund is coded. Optional otherwise. (The name will be inferred from the Vendor Master Table.)

COMMENTS

Optional, for reporting purposes only. Enter notes about this document. The first 12 characters will be stored in the computer.

DOCUMENT TOTAL

Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).
2. Add together all the decrease amounts (the lines with "D" in the I/D field).
3. Subtract the smaller of these amounts from the larger, and enter that amount.

CALCULATED DOC TOTAL

Do not code this field. It is the system-computed total of the line amounts.

Required if this line concerns items previously recorded on

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REFERENCE
DOCUMENT CD a purchase order or payment voucher; leave blank otherwise.
The only valid codes are "PO", or "PV."

NOTE: If a prior-year PO is referenced, all codes in the accounting distribution must be valid for the prior year as well as for the current year.

REFERENCE
DOCUMENT AGY

Required. Enter the agency code of the document ID being referenced.

REFERENCE
DOCUMENT
NUMBER

Required if this line concerns items previously recorded on a purchase order or payment voucher. Leave blank, otherwise. Enter the transaction number of the document being referenced. If this line is an adjustment to a previously entered line, the code used must be the same as the one on the original line.

REFERENCE
DOCUMENT LN

Required if this line concerns items previously recorded on a purchase order or payment voucher. Enter the line number of the PO or PV line being referenced.

REFERENCE
DOCUMENT
INVOICE

Optional. Enter the vendor's invoice number, if one is available.

FUND

The code for the fund that is to pay for the item on this line. Optional on original entry if the Prior Document Reference Option in the System Control Options Table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced transaction. Otherwise, required. Inferred from the Continuing Organization table using the organization code. The code, entered or inferred must be valid in the Fund Master Table.

If this field is coded when the line references a prior document, the code must be the same as the one on the referenced document.

AGENCY

Conditional. Enter the code of the agency paying for the item named on this line. Required on balance sheet transactions.

Optional on original entry if the Prior Document Reference Option in the System Control Options Table is "Y" and a

prior document is referenced on the line. The system will pick up the code from the referenced document. Otherwise, required. The code used must be valid in the Agency Master Table. If this field is coded when the line references a prior document, this code must be the same as the agency code used on the referenced line.

On balance sheet transactions, the agency code is required if a reporting category code is used. This is because "agency" is a key in the Reporting Category Master (RPTG) table, and it must be present for the system to validate the reporting category code. Otherwise, this field is optional on balance sheet transactions.

ORGANIZATION

Optional if the Prior Document Reference Option in the System Control Options (SOPT) table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced document.

Otherwise, required if the Expense Budget or Appropriation Organization Option in the Fund/Agency Master Table is "Y" for this line's fund/agency combination. On governmental refunds the organization code is governed by the Revenue Budget Organization Option. The code used must be valid in the Organization Master Table. If the field is coded when the line references a prior document, this code must be the same as the one used on the referenced line.

Optional on balance sheet transactions.

SUB-ORG

Optional. Enter the code of the sub-organization paying for the item named in this line. The code used must be valid in the Sub-Organization Master Table. You must code an organization before you can code a sub-organization. If this field is coded when the line references a prior document, the code used must be the same as the one on the referenced line. If there was no sub-organization coded on the referenced line, you can add one here.

APPR UNIT

Inferred from the Continuing Organization table using the organization code. Required if appropriation control for this fund is set to "C" or "P". Assign a new code if you are adding a new unit of appropriation to the system.

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	<p>Otherwise, enter a previously defined code. The appropriation unit code must be valid and active on the Appropriation Inquiry table (APPR). Optional on balance sheet transactions.</p>
ACTIVITY	<p>Optional if the Prior Document Reference Option in the System Control Options Table is "Y" and a purchase order or payment voucher is referenced on the line. The system will pick up the code from the referenced document.</p> <p>Otherwise, required if the Expense Budget Activity Option in the Fund/Agency Master Table is "Y" or "A" for the buyer's fund/agency combination. On governmental refunds, the activity is governed by the Revenue Budget Activity Option. The code can be inferred from the Organization Master Table, if included there. Codes on input forms and those inferred from referenced documents override codes in the Organization Table. The code used must be valid in the Activity Master Table.</p> <p>If this field is coded when the line references a purchase order, the code used must be the same as the one used on the referenced line. If there was no activity coded on the referenced line, you can add one here.</p> <p>Optional on balance sheet transactions.</p>
OBJ	<p>Optional if the Prior Document Reference Option in the System Control Options Table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced document.</p> <p>Otherwise, required (except on balance sheet transactions and refund transactions). Enter the code from the Object Master Table that best describes the item named on this line. If this field is coded when the line references another document, the code used must be the same as the one on the referenced line.</p> <p>Optional on balance sheet transactions. Must be blank on governmental refund transactions.</p>
SUB-OBJ	<p>Required if the expense budget line for this expenditure has a "Y" in the sub-object option field. Optional if the Prior</p>

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	<p>Document Reference Option in the System Control Options Table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced document. Enter the code that best describes the item named on this line. If this field is coded when the line references a prior document, this code must be the same as the one used on the referenced line. If there was no sub-object coded on the referenced line, you can add one here.</p>
REV SRC	<p>Usually leave blank. Required on governmental refund transactions. When revenue source is coded, object and balance sheet account must be blank.</p> <p>Enter the revenue source that should be debited as a result of this transaction. The code used must be valid in the Revenue Source Master Table.</p>
SUB REV	<p>Leave blank, unless revenue source is coded. If revenue source is coded, sub-revenue source is required if the Sub-Revenue Source Option in the Revenue Source Table is "Y". If the option is "N", then sub-revenue source is optional.</p>
JOB NO.	<p>If your installation uses Job Costing (i.e., if the Job Cost Option in the System Control Options Master Table is "Y"), you can optionally enter a job number. It will be used for reporting purposes only, and it must be valid in the Job Master Table. Optional, if the Prior Document Reference Option in the System Control Options Table is "Y" and a prior document is referenced on the line. The system will pick up the code from the referenced document. If your installation does not use job costing, leave this column blank. If this field is coded when the line references a prior document, this code must be the same as the one in the referenced PO line. If there was no job number coded on the PO, you can add one here.</p> <p>You may optionally code a project number. If your installation does not use job cost or project accounting, a general reporting category code may be entered. Optional on balance sheet transactions.</p> <p>Inferred from the Continuing Organization table using the</p>

GENERAL PAYMENTS

REPT CATG	<p>organization code. Usually optional. Required on balance sheet transactions if the Reporting Category Option in the Balance Sheet Account Table is "Y". Record an appropriate code. The code used must be valid in the Reporting Category Master Table for the agency coded in the agency field. If this field is coded when the line references a prior document, the code used must be the same as the one used on the referenced line. If there was no reporting category coded on the referenced line, you can add one here.</p>
BS ACCT	<p>Leave blank for standard purchase/payment situations. Enter a code only if this line is an expenditure or a balance sheet transaction, or if it references a PV. If referencing a PV, then this field must be blank or the same as the Offset Liability Account code from the Open PV Header Table. Enter the applicable code from the Balance Sheet Account Master (BACC) table. It can not be any of the default accounts in the System Special Accounts Table. (It can be the default Fund Balance account).</p> <p>If this line is an adjustment to a previously entered line, and the Prior Document Reference Option is "Y", this code is optional. If coded, it must match the original transaction.</p>
ACT DEL DATE	<p>Required. Enter date the goods or services were received, or "PREPAY" for those items allowed to be paid in advance. If specified, the delivery date must be less than or equal to PV DATE. For continuing appropriations, the delivery date fiscal year can be greater than the budget fiscal year. For non-continuing appropriations, the budget fiscal year cannot be less than the delivery date fiscal year. If a date is coded, it must be valid in the Calendar Date Table (except for "PREPAY").</p>
DESCRIPTION	<p>Optional, for reporting purposes only enter notes about this line. The first 30 characters will be stored in the computer.</p> <p>Optional. Enter the number of items paid for.</p>
QUANTITY	<p>Required. Enter the exact amount of the manually written check that this line is reporting.</p>
AMOUNT	<p>Required if document action is "M". Otherwise, optional. Code the following:</p>

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I/D	"D"	decrease
	"I"	increase

When document action is "E", blank defaults to "I". "D" is valid on original entries to void checks.

Optional. This field indicates whether the line is closing out a purchase order line (final payment) or authorizing partial payment of a PO line amount. Code this field according to the following rules:

P/F

- PARTIAL PAYMENT - the "P" is optional.
- FINAL PAYMENT - (final payments do not always have to equal the amount recorded on the PO.)
- if this manual warrant makes the total amount expended *equal* to the PO line amount, then the PO line will be closed automatically, and the "F" is optional.
- if this manual warrant makes the total amount expended *less* than the PO amount, but you want to force a close anyway (the item didn't cost as much as expected), the "F" is required.
- if this manual warrant makes the total amount expended *more* than the PO amount (the item cost more than expected), the "F" is required. There is an upper limit to how much the total amount expended can exceed the referenced amount. (See the Section, "System Tolerance Logic on Purchase Order Closing Amounts" in *ISIS/GFS User Guide, Vol. II*).

10.27 Returned Checks Overview

Checks are returned to the State for several reasons, including the following:

- Address is incorrect
- Duplicate payment
- Disputed payment
- Payee is incorrect
- Check amount is incorrect

This section defines the policies and procedures to account for state checks generated from ISIS that are returned to the State of Louisiana.

10.27.1 Returned Checks Policies

The following policies apply to all state checks generated from ISIS that are returned to the State:

- OSRAP is responsible for all returned checks that cannot be sent out with correct addresses.
- All returned checks that cannot be sent out to the proper address must be returned to OSRAP.
- Each state agency shall establish internal control procedures to ensure that all returned checks are properly handled. These procedures should focus on controlling access to the returned checks and segregating the custody of the checks from the duty of recording accounting and payment accounting transactions. Procedures shall include some of the following controls:
 - The person opening the mail should maintain a log of all returned checks and record the disposition of the checks.
 - The returned checks should be in the custody of someone other than the person responsible for initiating or recording transactions (e.g. someone other than the budget and accounting officer, or the payment clerks).
 - If the user agency cannot dispose of the returned check, they are to return the check to OSRAP with a memo attached explaining any actions needed.

10.27.2 Checks Returned to OSRAP for Improper Address Procedures

Responsibility	Action
OSRAP	Identifies the originating department/agency and sends a copy of the check with a request for the correct address.
Agency	Writes the correct address or an explanation of why no correct address is available on the check copy. Returns the copy to: OSRAP Check Disbursements Section
OSRAP	Sends the check to the corrected address. If necessary, updates the Vendor Master (VEND) table. If no proper address is available, files the check in the returned check file. Monthly, sends the Department of Revenue, Unclaimed Property Division, a list of all unredeemed checks that are more than one year old. The list includes all of the pertinent check information, including the payee, amount, etc. Processes a journal entry for the total amount of the checks, moving the money to the Escrow Fund. Cancels the checks and destroys the corresponding checks in the returned check file.

10.27.2.1 Agency-Specific Procedures for Checks Returned to OSRAP for Improper Address

10.27.3 Checks Returned to the Originating Agency for Improper Address Procedures

Responsibility	Action
Agency	Determines the correct address and sends the check out again to the payee. Also, notifies OSRAP (by memorandum) of the correct address. If no correct address is available, forwards the check along with an explanation of why no correct address is available to:

GENERAL PAYMENTS

OSRAP Check Disbursements Section

OSRAP	Files the check in the returned check file.
	Each month, sends the Department of Revenue, Unclaimed Property Division, a list of all unredeemed checks that are more than one year old. The list includes all of the pertinent check information, including the payee, amount, etc.
OSRAP	Processes a Journal Voucher (JV) entry for the total amount of the checks, moving the money to the Escrow Fund. Cancels the checks and destroys the corresponding checks in the returned check file.

10.27.3.1 Agency-Specific Procedures for Checks Returned to the Originating Agency for Improper Address

10.27.4 Duplicate or Disputed Payments Returned to the Originating Agency Control Agency-Defined Procedures

Responsibility	Action
Agency	Researches the problem with the check. Prepares a written explanation of the problem and sends it to OSRAP. If the check is not to be re-issued, writes "CANCEL" in bold letters across the face of the check and includes it with the written explanation.
OSRAP	Reviews the written explanation and cancels the check. (See "Check Cancellation" policy in this section of the manual.) Also, works with the agency to correct any additional problems with the transaction.
Agency	Generates a new payment voucher for the proper amount, if necessary.

10.27.4.1 Agency-Specific Procedures for Duplicate of Disputed Payments Returned to the Originating Agency

10.27.5 Duplicate or Disputed Payments Returned to OSRAP Control Agency-Defined Procedures

Responsibility	Action
OSRAP	Reviews the "Check Request" associated with the payment and resolves the problem. Contacts the originating agency for more information, if necessary. Performs follow-up with the agency, if necessary, to ensure that the problem is resolved. Cancels the check, if necessary. (See the "Check Cancellation (CX) Document" section 10.23.1 of this manual.)

10.27.5.1 Agency-Specific Procedures for Duplicate or Disputed Payments Returned to OSRAP

10.27.6 Checks Returned to OSRAP with Incorrect Payee, Amount, etc., Procedures

Responsibility	Action
OSRAP	Determines the originating agency and sends a copy of the returned check with a request for additional information.
Agency	Provides the necessary information to resolve the problem.
OSRAP	Makes the necessary corrections, as indicated by the originating agency. Sends the check out again or cancels it, as necessary.
Agency	Generates a new payment voucher with the proper information, if necessary.

10.27.6.1 Agency-Specific Procedures for Checks Returned to OSRAP with Incorrect Payee, Amount, etc.,

10.27.7 Checks Returned to the Originating Agency for Incorrect Payee, Amount, etc., Procedures

Responsibility	Action
Agency	Determines what must be done to correct the problem. If possible, includes the correct information and sends the check out again. If the check must be canceled, writes " CANCEL " in bold letters across the face of the check and sends it to OSRAP with a written explanation.
OSRAP	Cancels the check, as instructed by the originating agency. (See the "Check Cancellation" policy in this section of the manual.)
Agency	Generates a new payment voucher with the proper information, if necessary.

10.27.7.1 Agency-Specific Procedures for Checks Returned to the Originating Agency for Incorrect Payee, Amount, etc.

10.28 Warrant Reconciliation (WREC) Table Overview

The Warrant Reconciliation (WREC and WRE2) table provides a list of checks (or warrants) that have been issued, and are updated through a bank interface tape or through Warrant Reconciliation (WR) documents as their status changes. An open check can be "cleared," "paid," "registered," "voided," and "unredeemed."

New records are added to this table by the Automated Disbursement Process and the manual document processor. All Manual Warrant (MW) documents are added to the Warrant Reconciliation (WREC) table. The original status is automatically set to "O" for Open. ISIS system users have the following two methods of updating this table. The first method is to modify the status directly through MTI. With this method, no accounting is performed. The status and the last action date is changed by the user. This update will be accomplished through a bank interface tape and/or electronic transmission.

The second method is to use the Warrant Reconciliation (WR) document. Using this method, an accounting event is recorded. See Section 10.26.1 for additional information related to the Warrant Reconciliation (WR) document.

10.28.1 Warrant Reconciliation (WREC) Table Policies

The following policies apply to the maintenance of the Warrant Reconciliation (WREC) table in ISIS:

- The State Treasurer's Office is responsible for maintaining the Warrant Reconciliation (WREC) table.

10.28.2 Warrant Reconciliation (WREC) Table Procedures

Responsibility	Action
----------------	--------

State Treasurer	Obtains "check paid" tape from bank on a daily basis and forwards tape to OSIS to update Warrant Reconciliation (WREC) table.
-----------------	---

OSIS	Runs bank interface program to update WREC table with check paid information.
------	---

State Treasurer	Performs updates to the WREC table to update check status changes (e.g., "registered," "voided," or "unredeemed").
-----------------	--

10.28.2.1 Agency-Specific Procedures for the Warrant Reconciliation (WREC) Table

10.28.2.2 Warrant Reconciliation (WREC) Table Screen Print and Field Descriptions

The screen print of Screen One of the Warrant Reconciliation (WREC) table is pictured below.

Warrant Reconciliation Table (WREC)

ACTION: . TABLEID: WREC USERID:									
H- WARRANT RECON TABLE									
KEY IS BANK ACCOUNT CODE, WARRANT NUMBER, FUND									
BANK ACCOUNT CODE: ..									
	WARRANT NUMBER	FUND	VENDOR	WARRANT DATE	WARRANT AMOUNT	STA TUS	LAST ACT	DT	
01-		
02-		
03-		
04-		
05-		
06-		
07-		
08-		
09-		
10-		
11-		
12-		

GENERAL PAYMENTS

The screen print of Screen Two of the Warrant Reconciliation (WRE2) table is pictured below, and field descriptions follow.

Screen Two (WRE2)

```
ACTION: . TABLEID: WRE2 USERID: .....
H-  WARRANT RECON TABLE
    KEY IS BANK ACCOUNT CODE, WARRANT NUMBER, FUND

    BANK ACCOUNT CODE: ..

      WARRANT      FUND      INTEREST
      NUMBER      RATE      AMOUNT
-----
01- .....
02- .....
03- .....
04- .....
05- .....
06- .....
07- .....
08- .....
09- .....
10- .....
11- .....
12- .....
```

The screen field descriptions of the Warrant Reconciliation (WREC) table are as follows.

Purpose The Warrant Reconciliation (WREC and WRE2) table provides a list of checks (or warrants) that have been issued, so users can mark them as their status changes. An open check can be Cleared, Paid, Registered, Voided and Unredeemed.

Updates New records are added to this table by the automated disbursement process and the manual warrant document processor. All manual warrant documents (MW) are added to the table. The original status is automatically set to "O" for Open. Users have two methods of updating this table. The first is to modify the status directly through MTI. With this method, no accounting is performed. The status and the last action date is changed by the user.

The second method is to use the Warrant Reconciliation Document (WR). With this method, an accounting event is recorded. See the *ISIS/GFS User Guide* for more information on this type of document.

WREC FIELDS:

BANK ACCOUNT CODE	Required. The bank account code for the warrant.
WARRANT NUMBER	Required. The automated disbursements check number or

GENERAL PAYMENTS

FUND	manual warrant number prefixed by "AD" or "MW".
VENDOR	Required. The fund from the manual warrant (MW) or automated disbursement (AD) document.
WARRANT DATE	The name of the vendor for whom the manual warrant was produced. Only the first 22 characters are displayed on the screen, although all 30 are carried in the table.
WARRANT AMOUNT	The check date from the automated disbursements check or transaction date from the manual warrant.
STATUS	The amount for the specified fund on the warrant.
LAST ACT DT	Indicates whether the warrant is outstanding (O), redeemed (C), registered (R), voided (V), or unredeemed (X).
	The last date on which the status of this warrant was most recently changed. The field is blank for outstanding warrants. The date is set by the W002 program, the table processor via MTI, and the WR document.
WRE2 FIELDS:	
INTEREST RATE	
INTEREST AMOUNT	Protected. The rate applied for registered warrants. This field is updated by the WR document.
	Protected. The amount of interest paid on a registered warrant. This field is updated by the WR document when a registered warrant is redeemed.

10.29 Warrant Reconciliation (WR) Document Overview

The Warrant Reconciliation (WR) transaction can be used to update the status of checks or manual warrants issued through ISIS. The Warrant Reconciliation (WR) transaction allows users to register warrants by inputting an interest rate to a particular warrant/check. Also, when the check is redeemed, the user can input the associated interest amount that was redeemed. The Warrant Reconciliation transaction will handle all accounting updates and provide an option of keeping warrant summary

information.

10.29.1 Warrant Reconciliation (WR) Document Policies

The following policies apply to the Warrant Reconciliation (WR) document in ISIS:

- The Warrant Reconciliation (WR) transaction will not be used initially by the State of Louisiana.
- The State Treasurer's Office will determine the future use of the Warrant Reconciliation (WR) document, if appropriate.

10.29.2 Warrant Reconciliation (WR) Document Procedures

Responsibility	Action
-----------------------	---------------

State Treasurer	Enters the information to record or change the status of issued checks that are outstanding.
-----------------	--

10.29.2.1 Agency-Specific Procedures for the Warrant Reconciliation (WR) Document

10.29.2.2 Warrant Reconciliation (WR) Document Screen Print and Field Descriptions

The screen print of the Warrant Reconciliation (WR) document is pictured below, and field descriptions follow.

Warrant Reconciliation Transaction (WR)

FUNCTION: DOCID: WR							
STATUS:		BATID:		ORG:			
H- WARRANT UPDATE INPUT FORM							
REDEMP DATE:		BANK: ..		# ITEMS:		TOTAL:	
COMPUTED TOTAL:							
	WARRANT NUMBER	WARRANT AMOUNT	FUND	ACTION	INTRST RATE	INTEREST PAID	I D
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-

The screen field descriptions of the Warrant Reconciliation (WR) document are as follows.

COMMAND AREA

See Chapter 4, "Document Processing", in the *ISIS/GFS Online Features Guide* for an explanation of the command area fields.

REDEMP DATE

Inferred. The current date entered for this document type on the Dates table (DATE).

BANK

Required. The code represents the bank account used on the original check. It must match that bank account, and must still be valid in the Bank Account Table.

ITEMS

Required. Enter the total number of warrants being affected by this document. One warrant with several funds associated with it still constitutes one item.

GENERAL PAYMENTS

TOTAL	Required. Enter the total dollar amount associated with the sum of all the warrant amounts entered on this document.								
COMPUTED TOTAL	Protected. The system calculates the sum of all the warrant amounts entered.								
WARRANT NUMBER	Required. Enter the warrant number you wish to change a status on. It must exist on the Warrant Reconciliation Table with the bank code and fund specified.								
WARRANT AMOUNT	Required. Enter the warrant amount associated with the specified warrant number. The amount must match the amount shown on the Warrant Reconciliation Table.								
FUND	Optional. If more than one fund is associated with the specified warrant number, no fund is needed. Enter one line with no fund, and the total of the warrant amounts across all funds. The activity will automatically change all associated records. If you are dealing with registered warrants, the fund of the warrant must be entered. The fund must be valid on the Fund Master Table.								
ACTION	Optional. If not entered, it defaults to "P". Enter the action you want to affect the warrant. Following are the valid actions: <table><tr><td>'P'</td><td>Mark a warrant as being paid/redeemed. This action will change a warrant whose status is Open (O), Registered (R), Unredeemed (X), or Unregistered (U) to Cleared (C).</td></tr><tr><td>'R'</td><td>Register a warrant. This action will change a warrant whose status is Open (O), or unredeemed (X) to Registered (R). An interest rate must be specified.</td></tr><tr><td>'X'</td><td>Unredeem a warrant. This action will change a warrant whose status is Cleared (C) to Unredeemed (X).</td></tr><tr><td>'U'</td><td>Unregister a warrant. This action will change a warrant whose status is Registered (R) to Open (O).</td></tr></table>	'P'	Mark a warrant as being paid/redeemed. This action will change a warrant whose status is Open (O), Registered (R), Unredeemed (X), or Unregistered (U) to Cleared (C).	'R'	Register a warrant. This action will change a warrant whose status is Open (O), or unredeemed (X) to Registered (R). An interest rate must be specified.	'X'	Unredeem a warrant. This action will change a warrant whose status is Cleared (C) to Unredeemed (X).	'U'	Unregister a warrant. This action will change a warrant whose status is Registered (R) to Open (O).
'P'	Mark a warrant as being paid/redeemed. This action will change a warrant whose status is Open (O), Registered (R), Unredeemed (X), or Unregistered (U) to Cleared (C).								
'R'	Register a warrant. This action will change a warrant whose status is Open (O), or unredeemed (X) to Registered (R). An interest rate must be specified.								
'X'	Unredeem a warrant. This action will change a warrant whose status is Cleared (C) to Unredeemed (X).								
'U'	Unregister a warrant. This action will change a warrant whose status is Registered (R) to Open (O).								

GENERAL PAYMENTS

	'M'	Modify a warrant's interest rate or interest paid. Warrants whose status is Registered (R) or Cleared (C) can be modified.
INTRST RATE		Optional. This field is required only when registering warrants. It is optional when unregistering or modifying warrants. It is a display field showing the interest rate at which the warrant is registered.
INTEREST PAID		Optional. This field is required only when redeeming a registered warrant. It is a display field showing the interest paid on the warrant.
I/D		Optional. The default is "I". This specifies whether you want to increase (I) or decrease (D) the interest paid amount.

10.30 1099 Reporting Overview

This section defines the OSRAP policies for issuing 1099 Forms to vendors receiving payments from the State.

Any person engaged in a trade or business (including federal, state, and local governmental agencies) who makes certain types of payments and/or interest in the course of the trade or business must prepare an information return (Form 1099-MISC and Form 1099-INT). The return, due by January 31, must be prepared annually for all vendors who receive total payments of at least \$600 for the calendar year. The name, address, Taxpayer Identification Number (TIN), and amount paid must be on the return. For those engaged in a trade or business, the TIN is the employer identification number. For individuals the TIN is the Social Security Number. Federal law requires that the vendor provide the TIN to the trade or business who makes payments to them. The vendor assigned to receive the Form 1099 will be designated as the "Master Vendor." If a vendor has "alternate" addresses, the "Master Vendor" is usually the "home office."

In ISIS when an expense is incurred the system checks to see if the expense is reportable under 1099 reporting regulations. The expense is reportable if:

1. The 1099 reportable indicator is marked on the Vendor Master (VEND) table.
2. The 1099 type (found on the Expenditure Object Code Master (OBJT) table) associated with the object of expense is a valid 1099 type.

Actions which impact the Vendor (VEND) table are Manual Checks, Automated Disbursements, Check Cancellations, Cash Receipts (when used to code a vendor refund) and journal voucher (when the vendor code is referenced of the JV).

10.30.1 1099 Reporting Policies

The following policies apply when performing 1099 reporting in ISIS:

- OSRAP will provide every responsible agency with 1099 reports several times each year.

GENERAL PAYMENTS

- When the last report is received agencies will have **five** days to make corrections and/or adjustments to the 1099 table. Once corrected, OSRAP will prepare an information return (Form 1099-MISC) for each vendor who was paid at least \$600 in rents, services, prizes and awards, other income payments, and medical and health care payments.
- OSRAP will send the information return (Form 1099) to the vendor and a tape will be sent to the Internal Revenue Service (IRS).

10.31 Master Vendor (MVEN) Table Overview

The Master Vendor (MVEN) table displays a single vendor code and vendor name associated with each Taxpayer Identification Number (TIN). The vendor identified on this table is considered to be the "master vendor" and is listed as the "payee" on all 1099 filings for that Taxpayer Identification Number. All payments made to entities with that Taxpayer Identification Number are summed together and reported on the 1099 tape and related 1099 forms.

10.31.1 Master Vendor (MVEN) Table Screen Print and Field Descriptions

The screen print of the Master Vendor (MVEN) table is pictured below, followed by field descriptions.

Master Vendor Table (MVEN)

ACTION: . TABLEID: MVEN USERID:

MASTER VENDOR TABLE

KEY IS FEIN/SSAN

	FEIN/SSAN	VENDOR CODE	VENDOR NAME
	-----	-----	-----
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-

The screen field descriptions of the Master Vendor (MVEN) table are as follows.

GENERAL PAYMENTS

Purpose The Master Vendor (MVEN) table displays a single vendor code and vendor name associated with each Master Taxpayer Identification Number (FEIN/SSAN) identified.

The vendor identified on this table is considered to be the "master vendor" and is listed as "payee" on all 1099 filings for that FEIN/SSAN. All payments made to entities with the same FEIN/SSAN are summed together and are grouped under the single master vendor on the 1099 tape and forms.

Updates This table is system-maintained. Records are added to MVEN whenever a vendor is added to the Vendor table (VENC) with a Master Vendor Indicator = "Y" and a FEIN/SSAN that does not already exist on MVEN.

FEIN/SSAN	Key field. The Taxpayer Identification Number (FEIN/SSAN) of the taxpayer or taxable entity receiving reportable payments.
VENDOR CODE	Key field. The vendor code of the master vendor associated with this FEIN/SSAN. First nine digits are the (Vendor Number - 9/Vendor Misc Addr Ind - 2)
VENDOR NAME	Inferred. The name of the vendor is inferred from the vendor code on the VEND table.

10.32 Vendor 1099 (1099) Table Overview

The Vendor 1099 (1099) table displays, by agency and calendar year, the types and amount of reportable payments made to each Taxpayer Identification Number (TIN). Initially, the table is populated by a batch process that collects information from the general ledgers. Manual adjustments to the computed amounts may be entered directly in this table.

10.32.1 Vendor 1099 (1099) Table Policies

The following policies apply to the maintenance of the Vendor 1099 (1099) Table:

- Agencies are responsible for maintaining the Vendor 1099 (1099) table in ISIS.

GENERAL PAYMENTS

Agencies will have **five** working days (after receipt of the last 1099 report from OSRAP) to make corrections and/or adjustments to the information on the Vendor 1099 (1099) table.

10.32.2 Vendor 1099 (1099) Table Screen Print and Field Descriptions

The screen print of the Vendor 1099 (1099) table is pictured below, and field descriptions follow.

Vendor 1099 Table (1099)

ACTION: . TABLEID: 1099 USERID:				
VENDOR 1099 TABLE				
KEY IS CALENDAR YEAR, RETURN TYPE, AGENCY TYPE, FEIN/SSAN, INCOME TYPE				
CAL YR: .. RET TYPE: . AGCY TYPE: FEIN/SSAN:				
VENDOR NAME:				
INCOME TYPE	VENDOR INCOME AMOUNT	MISAPPLIED AMT	OUTSIDE PAYMENT	REPORT IND
-----	-----	-----	-----	-----
	1099 AMT REVISED	ADJUSTED 1099		
	-----	-----		
.
.
.
.
.
.
.

The field descriptions of the Vendor 1099 (1099) table are as follows.

Purpose The Vendor 1099 table (1099) records the types and amount of reportable payments made to each Taxpayer Identification Number (FEIN/SSAN). Records are sorted by calendar year, return type, and agency type. Within each FEIN/SSAN, each separate vendor that shares the FEIN/SSAN has their own 1099 record.

Updates Initially, the table is populated by a batch process that collects information from the general ledgers. Manual adjustments may be entered for the Misapplied Amount and Outside Payment fields. If manual adjustments are performed, an entry must exist (with the same key fields) on the 1099 Text Table (99TX) to record notes about the correction.

GENERAL PAYMENTS

CAL YR	Required. The last two (2) digits of the calendar year in which these payments were made. Must be valid in the FSyr table.
RET TYPE	Required. A designation for the type of 1099 form on which the payments should be reported. Valid values are: "A" (1099-MISC) or "6" (1099-INT).
AGCY TYPE	Required. An identifier that allows for the combining of individual agencies' 1099 data into user designated groups of agencies. Must be valid on the Agency Type table (AGTP).
FEIN/SSAN	Required. The Taxpayer Identification Number (FEIN/SSAN) of the vendor who received these payments.
VENDOR NAME	Inferred from the Vendor record. The name of the master vendor for the FEIN/SSAN.
INCOME TYPE	Required. The income type code designating the 1099 income type applicable to these payments. Used to determine the particular box on the 1099 form in which these payments are reported. A list of the valid Income Types for each Return Type appears in Chapter 2 of the <i>ISIS/GFS User Guide, Vol. II</i> .
VENDOR INCOME AMOUNT	Protected. The amount of reportable payments computed through the Reportable Payments Selection Program (LD99).
MISAPPLIED AMT	Optional. The total amount of manual adjustments to the Vendor Income Amount which are attributable to ISIS transactions.
OUTSIDE PAYMENT	Optional. The total amount of manual adjustments to the Vendor Income Amount which are attributable to non-ISIS financial systems.
REPORT IND	Protected. The indicator identifying if a 1099 filing has been produced for this record.
1099 AMT REVISED	Optional. The total of revisions to the original Vendor Income Amount. Computed. The sum of the Vendor Income Amount,

ADJUSTED 1099

Misapplied Amount and Outside Payment fields.

10.33 1099 Text (99TX) Table Overview

The 1099 Text (99TX) table is associated with the Vendor 1099 (1099) table and is used to enter explanations of all manual adjustments to the Vendor 1099 table. Each manual adjustment to the Vendor 1099 (1099) table must be accompanied by a written explanation.

10.33.1 1099 Text (99TX) Table Policies

The following policies apply to the maintenance of the 1099 Text (99TX) table:

- Agencies are responsible for maintaining the 1099 Text (99TX) table in ISIS.

10.33.2 1099 Text (99TX) Table Screen Print and Field Descriptions

The screen print of the 1099 Text (99TX) table is pictured below, and field descriptions follow.

1099 Text Table (99TX)

```
ACTION: . TABLEID: 99TX USERID: .....
1099 TEXT TABLE
KEY IS CAL YR, RETURN TYPE, AGENCY TYPE, FEIN/SSAN, INCOME TYPE, LINE

  YR: .. RETURN TYPE: . AGCY TYPE: .... FEIN/SSAN: .....
INCOME TYPE: .      VENDOR NAME: .....
                        TEXT                                LINE
-----
```

Purpose

The 1099 Text (99TX) table is associated with the Vendor 1099 (1099) table and is used to enter explanations of all manual adjustments to the 1099 Table. Each manual adjustment to the Vendor 1099 (1099) table must have an entry on 99TX with the same key fields.

GENERAL PAYMENTS

The screen field descriptions of the 1099 Text (99TX) table are as follows.

YR	Required. The last two (2) digits of the calendar year to which the manual adjustment applies. Must be valid on the Fiscal Year (FSYR) table.
RETURN TYPE	Required. A designation for the type of 1099 form on which the payments should be reported. Valid values are: Enter "A" for a 1099-MISC form, or "6" for a 1099-INT form.
AGCY TYPE	Required. An identifier that allows for the combining of individual agencies 1099 data into user designated groups of agencies. Must be valid on the Agency Type (AGTP) table.
FEIN/SSAN	Required. The Taxpayer Identification Number (FEIN/SSAN) of the vendor who received these payments. Must be valid on the Master Vendor (MVEN) table.
INCOME TYPE	Required. The income type code designating the 1099 income type applicable to these payments. Used to determine the particular box on the 1099 form in which these payments are reported. A list of the valid Income Types for each Return Type appears in Chapter 2 of the <i>ISIS/GFS User Guide, Vol. II</i> .
VENDOR NAME	Inferred. The name of the master vendor for the FEIN/SSAN.
TEXT	Optional. An explanation of the manual adjustment.
LINE	Required. The line number applicable to the text. If left blank, line numbers are automatically assigned.

10.34 1099 Balance Sheet Account (BS99) Table Overview

The 1099 Balance Sheet Account (BS99) table identifies balance sheet accounts that are 1099-reportable along with the associated return type and income type.

10.34.1 1099 Balance Sheet Account (BS99) Table Policies

The following policies apply to the maintenance of the 1099 Balance Sheet Account (BS99) table:

- OSRAP is responsible for maintaining the 1099 Balance Sheet Account (BS99) table in ISIS.
- Agencies can request a balance sheet account be added to this table using the special balance sheet account form.

10.34.2 1099 Balance Sheet Account (BS99) Table Screen Print and Field Descriptions

The screen print of the 1099 Balance Sheet Account (BS99) table is pictured below, and field descriptions follow.

1099 Balance Sheet Account Table (BS99)

ACTION: . TABLEID: BS99 USERID:

1099 BALANCE SHEET ACCOUNT TABLE
KEY IS CALENDAR YEAR AND BS ACCOUNT

CAL YEAR	BS ACCT	ACCT TYPE	RETURN TYPE	INCOME TYPE
----	-----	-----	-----	-----
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-
14-

Purpose

The 1099 Balance Sheet Account Table (BS99) identifies balance sheet accounts that are 1099 reportable, along with the associated return type and income type.

The field descriptions of the 1099 Balance Sheet Account (BS99) table are as follows.

GENERAL PAYMENTS

CAL YR	Required. The last two (2) digits of the calendar year for which the Balance Sheet account is 1099 reportable.
BS ACCT	Required. A balance sheet account for retainages and advances that is 1099 reportable.
ACCT TYPE	Inferred. Predefined account type associated with the balance sheet account, inferred from the Balance Sheet Account (BACC) table.
RETURN TYPE	Required. The code designating the type of 1099 form associated with this balance sheet account. Valid values are: "A"- 1099-MISC; "6"-1099-INT.
INCOME TYPE	Required. The income type code designating the 1099 income type associated with this balance sheet account used to determine the particular box on the 1099 form in which these payments are reported. Valid income types for each return type are discussed in the <i>GFS User's Guide, Vol II</i> .

10.35 Backup Withholding on Vendor Payments Overview

The purpose of backup withholding is to ensure that certain taxpayers report all taxable receipts on their tax returns. This is accomplished by requiring backup withholding in specific situations. Generally, payors must withhold 31 percent (20 percent for amounts paid before January 1, 1993) from all payments subject to backup withholding requirements when: 1) payee's Taxpayer Identification Number (TIN) has not been furnished to the payor; 2) payee provides a clearly erroneous TIN (e.g., not nine numbers); 3) the IRS notifies payor that TIN provided by the payee is incorrect; or 4) in certain instances of past underreporting.

The most common reasons for requiring backup withholding are those payees whose Taxpayer Identification Number (TIN) is incorrect, not provided at all, or the payee has under-reported payments in the past.

Payments subject to backup withholding are known as "reportable payments" and generally apply to interest, dividends, patronage dividends, broker transactions (except real estate unless required by regulations), business payments of \$600 or more, direct sales of \$5,000 or more, payments by certain fishing boat operators, and royalty payments. Of primary interest to state agencies are reportable business payments of \$600 or more identified above.

GENERAL PAYMENTS

Certain payees specifically exempted from backup withholding on all payments include corporations; financial institutions; organizations exempt from tax; individual retirement plans, the United States or any agency or instrumentality thereof; states, the District of Columbia, possessions of the United States, or any subdivisions or instrumentalities thereof; international organizations or any agencies or instrumentalities thereof; registered dealers in securities or commodities; real estate investment trusts; common trust funds operated by banks; exempt charitable remainder trusts and certain nonexempt trusts; entities registered at all times under the Investment Company Act of 1940; and foreign central bank of issue. Payees with "Inc." in their names may automatically be treated as corporations exempt from withholding.

A legal obligation to withhold is imposed on the same party that is required to file information returns for reportable payments. Information returns are required whenever a payor imposes backup withholding, regardless of the amount of the payment. The payor is liable for the tax whether or not it is withheld. Payment of taxes by the payee will not relieve the payor of any civil or criminal penalties. See OSRAP Policies and Procedures Memorandum 71 for additional information on reportable payments and IRS Form 1099.

Backup withholding must be reported by the payor to the IRS in two ways. First, the amount withheld during the calendar year for a particular vendor must be included on that vendor's 1099. Secondly, the total amount of all money withheld for all vendors by the payor must be reported on a "945" form and paid quarterly.

Additional information on backup withholding may be found in the Internal Revenue Code Section 3406. Questions regarding backup withholding may be addressed to OSRAP.

10.35.1 Backup Withholding on Vendor Payments Policies

The following policies apply to backup withholding on vendor payments in ISIS.

- Backup withholdings will be made in accordance with the Internal Revenue Service (IRS) Code and Regulations.
- Backup withholding must continue until the payee furnishes the payor a correct Taxpayer Identification Number (TIN), or the Internal Revenue Service (IRS) or Social Security Administration verifies the receipt of a correct TIN.
- State agencies that do not withhold when required, or fail to obtain payee Taxpayer Identification Numbers (TINs) or certifications, may be subject to

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penalties. Such penalties levied for failure to comply with IRS regulations will be paid from that agency's appropriation.

- In order to limit the need for backup withholding, it will be the Division of Administration policy that vendors will not be set up without a correct Taxpayer Identification Number (TIN).
- ISIS will generate a Backup Withholding " 3G00 Report." Agencies will be responsible for entering the Payment Voucher to generate a check to reimburse the federal government for the backup withholding. Agencies are required to select the "single check" flag option on the payment voucher to generate the single check to the federal government.

10.35.2 Backup Withholding Procedures

Responsibility	Action
Agency	Enters applicable information into the AGPS Common Vendor (VENC) table when new master vendors are to be added. The agencies will then submit a copy of the completed FORM W9 to OSRAP. It will be the responsibility of state agencies to inform OSRAP that a vendor is subject to backup withholding.
OSRAP	<p>Verifies and approves the Master Vendor (VEND) table in ISIS.</p> <p>Sets the control options on the System Control Option (SOPT) table such that:</p> <ul style="list-style-type: none">· Vendor withholding option will be set to "Y" (Yes) to hold payments for vendors who have not provided Federal ID Numbers.· The backup withholding option will be set to "Y" (Yes) so that vendor payments are subject to withholding.· The backup withholding rate is set at "31" percent.· The payment threshold is currently set at "\$600."
OSRAP	Sets the System Special Accounts (SPEC) table to include a backup withholding account. This will be the account which will include the funds which have been withheld from vendors but not yet remitted to the Internal Revenue Service.

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Agency	Notifies OSRAP that a vendor is subject to backup withholding when the agency becomes aware of this.
OSRAP	Updates the Vendor Master (VEND) table. The "BACKUP WITHHOLDING" field must be set to "Y" (Yes). This action will update the Open Payment Voucher Header (OPVH) table, and the Open Payment Check Header (OPCH), and the Open Payment Check Line (OPCL) tables. This action will also ensure that the correct accounting entries will be made.

The process the system will use when making a disbursement will be:

- Determines if a payment is subject to backup withholding.
- Determines the gross amount, the net amount, and the amount to be withheld.
- Updates the Open Payment Voucher tables.
- Adds entries to the Open Check tables.
- Makes the correct accounting edits and entries. (Accounts payable will be debited and a backup withholding payable will be credited.)

10.35.2.1 Agency-Specific Procedures for Backup Withholding

10.36 Liens, Levies, and Garnishments Overview

Occasionally, a state agency is notified by the IRS or by the State Department of Revenue (Louisiana or any other state) that a vendor is subject to a lien or levy. The following sections describe the policies and procedures that relate to these circumstances.

If an agency is informed that a garnishment has been levied against an employee, the Office of State Uniform Payroll should be contacted for guidance.

10.36.1 Liens and Levies, Policies

The following policies apply to administering liens, levies, and garnishments in ISIS:

- Agencies that receive notice of a lien or levy against a vendor from the IRS or any State Department of Revenue and Taxation may use the vendor Liens Levy table (VLLT) to set up the vendor subject to the lien and levy.
- The vendor Lien Levy table is set up by agency type. This will provide the agencies who group their 1099's by agency type to deduct for the lien or levy from every agency's payment within the specific agency type.

10.36.2 Liens, Levies, and Garnishments Procedures

Responsibility	Action
Agency	Notifies OSRAP upon receiving notification of a lien or levy, by submitting a copy of the notification.
OSRAP	<p>Updates the Vendor Lien/Levy (VLLT) table. The official notification will be used to determine the amount of the lien payment and how much of the payment should go to the vendor and how much to the lienholder.</p> <p>Each time a Payment Voucher (PV) is processed, the system will check the VLLT table to determine if:</p> <ul style="list-style-type: none">· A lien has been established for that vendor and agency.· And whether the difference between the total lien/levy amount and the amount paid from inception-to-date is greater than zero. Then the Open Payment Voucher Header (OPVH) table will be updated.

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If the payment must be split between the vendor and lienholder, then two payment vouchers will be generated. The entire amount of the payment will still then be credited to the vendor. If the entire amount of the Payment Voucher is to be paid to the lienholder, the original payment voucher will be decreased to zero which will automatically close the payment voucher.

The terms of the lien or levy will determine whether the system will calculate the lien or levy payments using the Monthly Payment Amount or the Percentage Monthly Payment Amount. This information, along with the Total Lien Amount, the Maximum Amount per Payment, the Service Dates, the Remit to Vendor, Vendor Name, Agent Name, and Lien Reference Numbers must be entered on the Vendor Lien/Levy (VLLT) table by OSRAP.

The accounting entries are as follows:

- When the Open Payment Voucher Header (OPVH) table indicates that a lien is outstanding, the following entries are made:

Debit

02 Accounts Payable (for the vendor)

Credit

02 Liens Payable

- Once the amount to be remitted to the lienholder is calculated, then the following entries will be made:

Debit

02 Liens Payable

Credit

02 Accounts Payable (for the Lienholder)

Distribution of the checks will be handled in the same manner as all other payments.

10.37 Vendor Lien/Levy (VLLT) Table Overview

Purpose The Vendor Lien/Levy (VLLT) table records liens or levies against a vendor, initiating Lien/Levy processing for that vendor until the entire amount of the lien is remitted to the lienholder or the levy is processed against a payment. Fields on this table also display the current status of the lien/levy for inquiry purposes.

Updates This is a user-maintained table. Most fields are completed when a new lien/levy is recorded. The inception-to-date (ITD) amount paid, month-to-date (MTD) amount, and the difference fields are updated whenever a deduction is applied to a payment by the Lien/Levy Auto Disbursement Post Processor (ADLL). On a monthly basis, the GFSMCVL job (Monthly Clearing for the VLLT) resets the MTD amounts to zero for all records on the table.

10.37.1 Vendor Lien/Levy (VLLT) Table Screen Print and Field Descriptions

The screen print of the Vendor Lien/Levy (VLLT) table is pictured below, and field descriptions follow.

Vendor Lien/Levy Table (VLLT)

```
ACTION: . TABLEID: VLLT USERID: .....  
  
VENDOR LIEN/LEVY TABLE  
KEY IS AGENCY TYPE, VENDOR CODE, LIEN/LEVY IND, DATE RECEIVED  
  
AGENCY TYPE: .... VENDOR: ..... LIEN/LEVY: . DATE RECEIVED: .. . .  
  
STATUS IND: . DATE RECORDED:  
REMIT TO VENDOR: ..... VENDOR NAME:  
AGENT NAME: .....  
LIEN/LEVY REFERENCE NUMBER: .....  
START DATE: .. . . END DATE: .. . .  
  
TOTAL LIEN AMOUNT: ..... ITD AMT PAID: .....  
DIFFERENCE: ..... MTD AMOUNT: .....  
  
MONTHLY PAYMENT AMT: ..... MAX AMT/PAYMENT: .....  
% MONTHLY PAYMENT AMT: ...
```

The screen field descriptions of the Vendor Lien/Levy (VLLT) table are as follows.

~~AGENCY TYPE~~ Required. The code of the Agency type from which the lien/levy should be deducted. Only payments from this agency type will be reduced for lien/levy processing.

VENDOR Required. The code of the vendor against whom the lien/levy is recorded.

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LIEN/LEVY	Required. The lien/levy indicator. Valid values are "0" (levy) or "1" (lien).
DATE RECEIVED	Required. The date the lien/levy was received. (Displayed in YYMMDD format)
STATUS IND	Optional. Tells whether the lien/levy is active or inactive. Valid values are "A" (Active) or "I" (Inactive). Defaults to "A".
DATE RECORDED	Protected. The date of entry for the VLLT record. Inferred from current date on Calendar Date Table (CLDT).
REMIT TO VENDOR	Required. The lienholder to whom all withheld lien/levy amounts will be paid.
VENDOR NAME	Inferred. The name of the vendor for whom the lien/levy is being applied
AGENT NAME	Optional. The name of the agent responsible for the lien/levy.
LIEN/LEVY REFERENCE NUMBER	Required. The reference number for the lien/levy assigned by the responsible agency.
START DATE	Optional. The beginning date the lien/levy processing will take effect.
END DATE	Optional. The ending date until which the lien/levy processing is in effect.
TOTAL LIEN AMOUNT	Required. The total dollar amount of the lien/levy. Must be equal to the MONTHLY PAYMENT AMT if the LIEN/LEVY indicator = "0" (levy).
ITD AMT PAID	Protected. The total amount paid against this lien/levy to date.
DIFFERENCE	Calculated. The difference between the total lien/levy amount and the inception-to-date (ITD) amount paid.
MTD AMOUNT	Protected. The total amount paid against this lien/levy this month.

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MONTHLY
PAYMENT AMT

The maximum payment that may be made against this lien/levy in any given month. For levies (LIEN/LEVY Indicator = "0") this field must equal the TOTAL LIEN AMOUNT. For liens (LIEN/LEVY indicator = "1") , this field is required if % MONTHLY PAYMENT AMT is left blank.

MAX
AMT/PAYMENT

Optional. The maximum lienholder payment that can be generated from one transaction. Must be zero if LIEN/LEVY indicator = "0" (levy).

% MONTHLY
PAYMENT AMT

Required if MONTHLY PAYMENT AMT is left blank. The percentage amount that should be deducted from each eligible voucher for the lien. Valid entries are whole numbers between 1 and 100. Must be zero if LIEN/LEVY indicator = "0" (levy).

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